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# Commander Naval Base

San Diego, CA. 92132-5100

COMNAVBASEINST.11101.43 February 1989

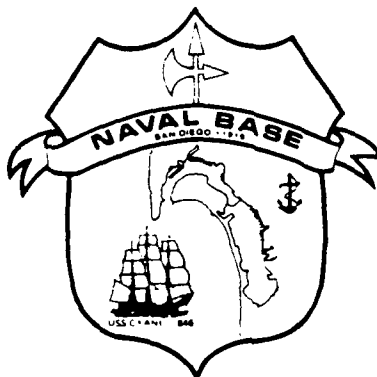


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## HANDBOOK FOR RESIDENTS OF MILITARY FAMILY HOUSING

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DEPARTMENT OF THE NAVY  
COMMANDER NAVAL BASE  
SAN DIEGO, CALIFORNIA 92132-5100

IN REPLY REFER TO:

COMNAVBASESANDIEGOINST 11101.43  
Code N7

15 FEB 1989

COMNAVBASE SAN DIEGO INSTRUCTION 11101.43

Subj: HANDBOOK FOR RESIDENTS OF MILITARY FAMILY HOUSING (MFH)

Ref: (a) COMNAVBASESANDIEGOINST 11101.41A  
(b) OPNAVINST 11101.13H  
(c) OPNAVINST 11101.27  
(d) SECNAVINST 11100.7

Encl: (1) Housing Handbook

*The purpose of this handbook is to*  
1. Purpose. To set forth rules, regulations, and information pertaining to the occupancy of Military Family Housing (MFH) under the cognizance of Commander Naval Base, San Diego, (COMNAVBASE).

2. Cancellation. PWCS DIEGOINST P11101.2E

3. Background

a. COMNAVBASE is responsible for management of off station housing operations in the San Diego area. Commanding Officer, Navy Public Works Center, San Diego retains management responsibility for all on-base housing except at NAS Miramar and MCRD San Diego, which are under the direction of their respective station commanders. His designated representative in charge of housing is the Director, Military Family Housing, located in Building 3274 in the Main Housing Office, 32nd Street, Naval Station, San Diego, California.

b. *The* objectives of COMNAVBASE are to provide suitable family housing for military personnel and their dependents and, to make each housing area a quality, desirable, and respected neighborhood in which to live.

4. Authority

a. References (a) through (d) provide pertinent guidance for the management of MFH.

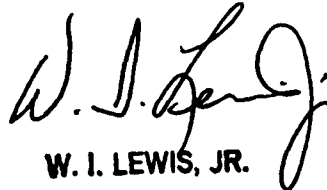
b. Enclosure (1) contains the rules and regulations concerning the occupancy of MFH in San Diego and are binding on all residents.

c. Housing managers and the management staff are authorized and directed to take action to enforce all housing handbook and other governmental regulations and requirements.

15 FEB 1989

Cont'd

5. Action. All government housing residents, including dependents, guests, and visitors are subject to the requirements of Navy regulations, Civil Law, the California Motor Vehicle Code, and rules for occupancy of MFH. Residents are required to read and familiarize themselves with the housing occupancy rules and items of general interest published in this handbook. Upon assignment to quarters, all residents will acknowledge receipt of this handbook in writing. (TDR/AB)

  
W. I. LEWIS, JR.

Distribution: (COMNAVBASESANDIEGOINST 5215.7R)  
All Residents  
Housing Offices

15 FEB 1989

## Distribution: (COMNAVBASESANDIEGOINST 5215.7R)

24A2 COMNAVAIRPAC  
 24D2 COMNAVSURFPAC  
 24H2 COMTRAPAC  
 26A2 COMPHIBGRU 3  
 26C2 COMNAVBEACHGRU 1  
 26D2 SDV TEAM 1  
 26E2 COMSPECBOATRON 1  
 26F3A DEPCOMOPTEVFORPAC  
 26H2 COMFLETRAGRU  
 26Q2 COMNUWPNTTRAGRUPAC  
 26R COMNRIUWGRU 1  
 26S2 MOTU 5  
 26V2 LFTCPAC  
 26Z2 SIMA SAN DIEGO  
 26JJJ2 PAATPAC  
 26KK2 NAVPETRAUPAC  
 26MM2 FLTILOTEAM SAN DIEGO  
 26QQ2 NAVSPECWARGRU 1 SAN DIEGO  
 26RR2 FLTAVCOMPAC SAN DIEGO  
 26VV2 COMSUBPAC REP WEST COAST  
 26DDD FLECOMBATSYSSTRAUPAC  
 26HHH FLTCORGRU 1  
 26JJJ2 PAACTPAC  
 28E2 COMSURFRON 1  
 28K2 COMSUBGRU 5  
       COMSUBDEVGRU 1  
       COMSUBRON 3  
 39E2 PHIBCB 1  
 41D MSCO SAN DIEGO  
 42B2 COMASWWINGPAC  
       COMFITAEWINGPAC  
 42D2 FASOTRAGRUPAC  
 42L2 NAVFITWEPSCOL  
 42BB3 COMHELWINGRES  
 C4V2 NAVMARTRIJUDCIR SAN DIEGO  
 C31A NALF SAN CLEMENTE  
 C31E NAVPERSUPPDET CAMP PENDLETON, BALBOA, NAVSTA SAN DIEGO,  
       MIRAMAR, CORONADO, NAS NORTH ISLAND  
 C58B SWOSCOLCOMDET  
 C58J NAMTRAGRU  
 C58K PERSUPPDET NTC SAN DIEGO, FLTASWTRACENPAC, RTC SAN DIEGO  
 C84E WPNSTA CORONA, FALLBROOK  
 DIDI OFFCPM SWR SAN DIEGO  
 E3D4 NAVOCEANSYSCEN SAN DIEGO  
 E6E NAVPACEN  
 E7B NAVAUDSVCWEST  
 FB6 NAF EL CENTRO  
 FB7 NAS MIRAMAR, NORTH ISLAND  
 FB10 NAVSTA SAN DIEGO  
 FB13 NAVSUBASE SAN DIEGO  
 FB41 CBU 405 SAN DIEGO  
 FB21 NAVPHIBASE CORONADO



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COMNAVBASESANDIEGOINST 11101.43

15 FEB 1989

FB49 PERSUPPACT SAN DIEGO  
 FD6 NAVOCEANCOMPAC NORTH ISLAND  
 FF8 SUBINSURVPAC SAN DIEGO  
 FF52 NTISA SAN DIEGO  
 FG2 NAVCOMMSTA SAN DIEGO  
 FH3 NAVHOSP SAN DIEGO  
 FH15 NAVENPVNMEDU 5 SAN DIEGO  
 FH20 NAVHLTHRSCHCEN SAN DIEGO  
 FH28 NSHS SAN DIEGO  
 FH30 NAVMEDCOM SWREG SAN DIEGO  
 FH31 NAVMEDCLINIC SAN DIEGO  
 FH32 NAVDENCLINIC SAN DIEGO  
 FJ17 NAVCRUITDIST SAN DIEGO  
 FJ78 NAVDUGREHCEN SAN DIEGO  
 FJ80 NAVALREHCEN SAN DIEGO  
 FKM9 NSC SAN DIEGO  
 FKM19 NPPS WESTDIV  
 FKM30 NAVRESSOFSO SAN DIEGO  
 FKN5 PWC SAN DIEGO  
 FKP5A NAVSEACENPAC SAN DIEGO  
 FKP8 SUPSHIP SAN DIEGO  
 FKP14 FLTCOMBATDIRSSACT SAN DIEGO  
 FK15 INTCOMBATSYSTESTAC SAN DIEGO  
 FKQ3A NAVELEXCEN SAN DIEGO  
 FKRIB NAVAIREWORKFAC NORTH ISLAND  
 FL4 NARDAC SAN DIEGO  
 FM2 NAVINSERVREGO SAN DIEGO  
 F02 NAVLEGSVCOFF SAN DIEGO  
 FJC2 NCPC FD SAN DIEGO  
 FR5 NAVAIRES SAN DIEGO  
 FR9 NAVREDCOM REG 19  
 FR10 NAVRESCEN SAN DIEGO  
 FR14 NAVAIRESSEN SAN DIEGO  
 FT22 FCTC SAN DIEGO  
 FT24 FLETRACEN SAN DIEGO  
 FT29 SERVSCOLCOM SAN DIEGO  
 FT30 SERVSCOLCOM SAN DIEGO  
 FT31 NTC SAN DIEGO  
 FT35 NAVPHIBSCOL CORONADO  
 FT46 FLEASWTRACENPAC SAN DIEGO  
 FT60 NAVEDTRASUPPCENPAC SAN DIEGO  
 FT65 FITCPAC  
 FT93 PERSUPPACT SAN DIEGO  
 FT95 SUBTRAFAC SAN DIEGO  
 FTI03 NAVTRASTA SAN DIEGO  
 V8 MCRD SAN DIEGO  
 V13 FLDMEDSERVSCOL CAMP PENDLETON  
 V16 MCB CAMP PENDLETON  
 \*\*\*FB28 COMNAVBASE SAN DIEGO  
 +42B2 COMASWWINGPAC  
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## WELCOME TO MILITARY FAMILY HOUSING

It is a pleasure to welcome you to your new home in Military Family Housing (MFH), San Diego. The Navy has provided these quarters so you will have adequate housing. The housing management staff will strive to assist you in making your stay in government quarters as pleasant as possible.

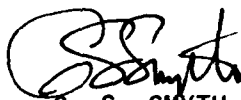
As a resident of MFH San Diego, you also have certain responsibilities. This booklet is designed to assist you in meeting those responsibilities. It provides a comprehensive overview of all applicable housing regulations.

MFH in San Diego is a privilege which you have been afforded. Protect that privilege by meeting your responsibilities as a resident. Remember, that even if your quarters are off-base, you are in the military 24 hours a day and always subject to the UCMJ. You are also responsible for the behavior of your dependents and guests while they are in MFH.

We urge you to become active, involved members of the MFH community. You are already members of your community council by virtue of your assignment to MFH. Take PRIDE in your housing area by keeping your quarters and area around them neat, clean, and up to Navy standards. Work with your neighbors to improve your community. Take advantage of all the unique support services that are provided to you as a resident of MFH.

We on the MFH management staff are committed to taking PRIDE in the MFH community. This means PROFESSIONALISM in performance, taking RESPONSIBILITY for housing matters, taking the INITIATIVE to make improvement, DEDICATION to the highest possible standards of services, and EXCELLENCE in everything we do. We want you to take PRIDE in MFH too!

I hope your stay in MFH will be pleasant and rewarding. I welcome your comments and suggestions anytime.



G. S. SMYTH

Director, Military Family Housing  
San Diego/Assistant Chief of Staff  
for Housing, COMNAVBASE San Diego

Dear Resident:

Our business is to serve our customers in the best way possible. Please help us accomplish this objective by taking a moment to let us know how well we have done.

In the following questions, we are interested in your experience and opinions. Using the responses below, indicate whether you AGREE or DISAGREE with each statement, as it applies to you. Where applicable, circle the number of the answer that BEST expresses your opinion on the line corresponding to the question.

RESPONSES

- 1 = DOES NOT APPLY OR DON'T KNOW
- 2 = STRONGLY DISAGREE
- 3 = NEITHER DISAGREE NOR AGREE
- 4 = AGREE
- 5 = STRONGLY AGREE

RESPONSE

- |   |           |
|---|-----------|
| 1. Housing Office personnel were concerned about your needs and provided you with all necessary information concerning your assignment to quarters.             | 1 2 3 4 5 |
| 2. Your unit was clean, all maintenance items completed and the unit was ready for my occupancy. (If any major discrepancies existed, please list in #8 below.) | 1 2 3 4 5 |
| 3. The Housing Office personnel explained your responsibilities and the basic housing regulations of the Housing Handbook. They provided you with a copy.       | 1 2 3 4 5 |
| 4. The Housing Office staff was professional and courteous.   | 1 2 3 4 5 |
| 5. Did you receive outstanding service from a particular employee?  | YES NO    |

Employee name: \_\_\_\_\_

6. Your housing site is \_\_\_\_\_ (Murphy Canyon, Cabrillo, etc.)

7. Optional

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Unit No: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Date: \_\_\_\_\_

8. Additional comments/suggestions:

# TABLE OF CONTENTS

	PAGE
GLOSSARY	VI
FORMS	XII
Chapter 1	ELIGIBILITY AND ASSIGNMENT
101.	GENERAL 1-1
102.	POLICY STATEMENT 1-1
103.	ENTITLEMENT 1-1
104.	CHANGES AFFECTING ELIGIBILITY FOR QUARTERS 1-1
105.	REASSIGNMENT OF QUARTERS 1-2
106.	TERMINATION OF OCCUPANCY 1-2
Chapter 2	POLICE/FIRE/DISASTER INFORMATION AND PERSONAL SECURITY MEASURES
201.	POLICE/SHORE PATROL 2-1
202.	EMERGENCY TELEPHONE SYSTEM 2-2
203.	COMMUNITY ALERT/NEIGHBORHOOD WATCH PROGRAMS 2-2
204.	FIRE SAFETY INSPECTIONS 2-2
205.	FIRE PROTECTION/PREVENTION/SAFETY 2-2
206.	DISASTER INFORMATION 2-5
207.	GENERAL SAFETY GUIDELINES 2-6
208.	PERSONAL SECURITY MEASURES 2-7
Chapter 3	HOUSING REGULATIONS AND POLICIES
301.	RESIDENT RESPONSIBILITIES 3-1
302.	GOVERNMENT LIABILITY TO OCCUPANTS 3-1
303.	LIABILITY FOR DAMAGES TO GOVERNMENT QUARTERS 3-2
304.	CONSTRUCTION AND/OR ALTERATIONS 3-2
305.	TEMPORARY ABSENCE FROM QUARTERS 3-3
306.	PUBLIC AND PRIVATE AREAS 3-3
307.	CONDUCT OF RESIDENTS, DEPENDENTS, AND GUESTS 3-3
308.	CURFEW HOURS FOR MINORS 3-4
309.	GUESTS/VISITORS 3-4
310.	COMMERCIAL ENTERPRISES 3-5
311.	SOLICITORS/SALES PEOPLE 3-6
312.	MUTILATION OR THEFT OF UNITED STATES MAIL 3-6
313.	FLYING OF KITES, POWERED AIRPLANES, ETC. 3-6
314.	BALL PLAYING, FRISBEE THROWING, ETC. 3-6
315.	WEAPONS AND AMMUNITION 3-6
316.	PETS 3-7
317.	PARKING 3-9
318.	AUTOMOTIVE REPAIRS 3-10
319.	REFUSE DISPOSAL AND COLLECTION 3-10
320.	WATER BEDS 3-11



## PAGE

321.	SPACE HEATERS	3-11
322.	TELEVISION ANTENNAS	3-11
323.	AMATEUR RADIO APPARATUS/MARS STATION	3-11
324.	CB RADIO APPARATUS	3-11

## Chapter 4 EMERGENCY/SERVICE CALLS

401.	POLICY	4-1
402.	EMERGENCY MAINTENANCE	4-1
403.	URGENT WORK REQUIREMENTS	4-1
404.	ROUTINE MAINTENANCE	4-2
405.	SERVICE CALLS	4-2
406.	RESIDENT LIABILITY	4-2
407.	SELF-HELP	4-3
408.	APPLIANCE REPAIRS	4-3

## Chapter 5 RESIDENT HOUSEKEEPING

501.	GENERAL HOME CARE AND MAINTENANCE	5-1
502.	PEST CONTROL	5-4
503.	CARE OF GROUNDS AND YARDS	5-4
504.	HOUSING YARD/BUILDING OF THE MONTH PROGRAMS	5-6

## Chapter 6 UTILITIES AND ENERGY CONSERVATION

601.	GENERAL POLICY	6-1
602.	ELECTRICITY	6-1
603.	GAS	6-1
604.	WATER	6-2
605.	TELEPHONE SERVICE	6-2
606.	ENERGY CONSERVATION TIPS WHILE ON VACATION	6-2

## Chapter 7 OCCUPANCY INSPECTIONS &amp; COMPLAINTS

701.	ENTRY INTO OCCUPIED QUARTERS	7-1
702.	INSPECTIONS	7-1
703.	COMPLAINTS	7-2

## Chapter 8 COMMUNITY SUPPORT FACILITIES

801.	HOUSING LIAISON OFFICE	8-1
802.	HOUSING RECREATION PROGRAMS	8-1
803.	RECREATION CENTERS	8-1
804.	PROGRAMS/ACTIVITIES	8-2
805.	OTHER MILITARY RECREATIONAL FACILITIES	8-2
806.	SCHOOLS IN MILITARY FAMILY HOUSING AREAS	8-3
807.	NAVY FAMILY HOME DAY CARE PROGRAM	8-5

	PAGE
Chapter 9 COMMUNITY COUNCIL	
901. PURPOSE	9-1
902. ORGANIZATION AND OPERATING PRINCIPLES	9-1
903. LINES OF COMMUNICATIONS	9-3
904. FUND RAISING	9-4
905. PUBLICATIONS	9-4
906. SUPPLIES	9-4

## I. MILITARY FAMILY HOUSING SAN DIEGO

The regular hours of operation for all housing offices are as follows:

Monday through Friday (closed weekends and holidays) 0730-1600.  
(Open 0630 Tuesdays) (Open until 1800 Thursdays)

Director, Military Family Housing Department Building 3274, Naval Station, San Diego, CA 92136	556-8018
COMNAVBASE Housing Liaison Office 3491 Santo Road, San Diego, CA 92124	556-6120
Housing Assignment Office (Military Family Housing) Housing Referral Office (Civilian Housing) Building 3274, Naval Station, San Diego, CA 92136	556-8026 556-8027

### HOUSING SITE OFFICES:

Bayview Hills/Silver Strand (Enlisted Quarters)/Lofgren Terrace Home Terrace/Terrace View Villas 1802 Munda Road, San Diego, CA 92139	556-6076
Cabrillo Heights/Chesterton/Pomerado Terrace/ Woodlake 3360 Murray Ridge Road, San Diego, CA 92123 Hilleary Park	556-6100 537-6376
Murphy Canyon Heights 3493 Santo Road, San Diego, CA 92124	556-6090
Gateway Village/Admiral Hartman 3150 Barnett Avenue, San Diego, CA 92110	556-6110
All On-Station Quarters-PWC Code 09H 3360 Murray Ridge Road, San Diego, CA 92123	565-7175

## II. ROUTINE/EMERGENCY MAINTENANCE SERVICE

ROUTINE SERVICE 8:00 A.M. - 4:00 P.M. DAILY (EXCEPT HOLIDAYS and WEEKENDS)

- |  |          |
|--|----------|
| A. MURPHY CANYON, CHESTERTON, CABRILLO, HOME TERRACE,<br>GATEWAY VILLAGE, ADMIRAL HARTMAN, WOODLAKE, POMERADO TERRACE,<br>TERRACE VIEW VILLA | 279-6551 |
| B. SILVER STRAND, BAYVIEW, LOFGREN TERRACE (TOLL FREE)   | 232-3882 |
| C. HILLEARY PARK (TOLL FREE)   | 549-0344 |

### III. PWC EMERGENCY SERVICES

SERVICE CENTER (APPLIANCE & MAINTENANCE) 8:00 A.M. 4:00 P.M. 279-6551

AFTER 4:30 P.M., WEEKENDS, AND HOLIDAYS:  
CONTACT PWC EMERGENCY DESK 556-7341

PWC DUTY OFFICER: 556-7349

COMNAVBASE DUTY OFFICER: 532-1820

## IMPORTANT TELEPHONE NUMBERS

EMERGENCY (LIFE & DEATH SITUATION) - FIRE, POLICE, AMBULANCE 911

POISON CONTROL CENTER 543-6000

HOUSING CHAPLAIN'S OFFICE - Murphy Canyon 569-1907

### MEDICAL FACILITIES

NAVAL HOSPITAL SAN DIEGO 532-6400

NAVSTA SAN DIEGO MEDICAL DISPENSARY 556-8050

NAVAIRSTA MIRAMAR MEDICAL DISPENSARY 537-4630

NAVAIRSTA NORIS MEDICAL DISPENSARY 545-4284

NAV-CARE - Oceanside - Vista 941-5223

NAV-CARE - Southbay - San Diego 424-3066

NAV-CARE - Murphy Canyon 278-2592

NTC MEDICAL DISPENSARY 524-4948

MCRD MEDICAL DISPENSARY 524-4079

### ANIMAL CONTROL

24 HOUR EMERGENCY NUMBER 278-9760

#### CITY OFFICES:

CHULA VISTA 691-5123

CORONADO 522-7371

EL CAJON 448-7383

LA MESA 469-6111

NATIONAL CITY 336-4411

#### COUNTY OFFICES:

CENTRAL COUNTY OFFICE 236-4250

SOUTH COUNTY OFFICE 263-7741

NORTH COUNTY OFFICE 438-2312

SAN DIEGO COUNTY WASTE MANAGEMENT CONTROL 644-2212

## HOT LINES

Adult Abuse Hot Line	560-2118
Balboa Hospital Emergency	532-8275
Battered Women - Casa de la Paz Shelter	234-3164
Child Abuse Hot Line	560-2191
Counseling & Assistance Center	556-7633
Crisis Team (County Medical Health)	236-3339
Navy Shore Patrol	556-1861
Poison Information Center	543-6000
Rape Center for Woman Information	233-8984
Red Cross (all branches)	291-2620
Runaway Youth - The Bridge	280-6150
San Diego Police	236-6566

## TROUBLED FAMILIES - Parents/Children

Area Agency on Aging (Seniors)	580-2500
Battered Wives Project (Counseling & Shelter)	234-3164
Family Stress Center	691-1331
Naval Hospital Family Advocacy	532-6098
Project OZ (Counseling and Shelter for Runaway Youth)	270-8213
The Bridge - Home for Runaways	280-6150
Social Advocates for Youth	292-1899

## CONSUMER PROBLEMS

Better Business Bureau	234-0966
Internal Revenue Service	1-800-424-1040
Neighborhood House Association	263-7761
San Diego Consumer Credit Counselors	224-2922

## ALCOHOL AND DRUG ABUSE

Alanon, Alateen	296-2666
Alcoholics Anonymous	239-1365
Alcohol Rehabilitation Center (ARC)	556-7295
Counseling and Assistance Center (CAAC)	556-7633
DETOX/Inebriation Center	232-9343
Narcotics Anonymous	584-1007

## COMMISSARY AND EXCHANGE

### Commissary Stores

Imperial Beach	437-9475
Miramar Naval Air Station	537-4514
Naval Station	556-7201
Naval Training Center	524-4173
North Island Naval Air Station	545-6566

## Exchanges

Miramar Naval Air Station	695-7200
Naval Amphibious Base	522-7400
Naval Station	544-2100
North Island Naval Air Station	522-7215
Naval Training Center	221-2000

## FAMILY ASSISTANCE

Allotment Finance Center Cleveland	216-522-5637
Balboa Naval Hospital (Info)	532-6400
Chaplain	556-1921
Child Care Center	556-7466
CREDO	532-1437
DEERS	1-800-334-4162
Dependent Dental Clinic	556-8237
Dependents' Assistance Board	556-8478
Dependents' Passport & Information	556-2017
Dispensary	556-8114
Health Benefits Info. (Champus)	532-8328
Household Effects (Incoming)	556-8755
Household Effects (Outgoing)	556-8736

## HOUSING

Listings/Referrals	556-8027
Assignments	556-8443
Legal Assistance	556-7276
Navy Info School	556-7376
Navy Relief Society	556-8283
Red Cross	556-7061

## SHIPS INFORMATION

Ships beginning with A-F	556-3120
Ships beginning with G-O	556-3126
Ships beginning with P-Y	556-3116
Additional info (7a.m. - 11 p.m.)	556-3132
Spouse Employment Program	556-7404
Retired Affairs Office	556-7404

## COMMUNITY ASSISTANCE

Armed Services YMCA	232-1133
Child Care Resource	275-4800
Navy Family Home Day Care	556-7391
S. D. College Vocational Ed.	584-6500
Food Stamp Information	292-9371
Infoline	549-0997
(United Way Info. & Referral)	
Homemakers' Services	560-4383
(Assistance in home/child care)	

Lawyer Referral Services	231-8585
Legal Aid Society	262-0896
Operation Samahan	470-6503
Public Welfare General Information	292-9371
Regional Occupational Program (Job Training)	292-3611
United Pan-Asian Community	232-6454
Veterans Administration	297-8220
VA Hospitals	453-7500
Victim Witness	235-4459
YMCA	232-7451
YWCA	239-0355
Base Information	556-1011

#### FAMILY SERVICES CENTERS

Miramar	537-4099
Naval Station	556-7404
North Island	545-6071
Sub Base	553-7505
M.C.R.D.	524-5728



## FORMS

### FIGURE

Housing Application	1-A
Application for MFH	1-B
Occupancy Agreement	1-C
Cleaning Instructions	1-D
Minimum Standards for Cleaning	1-E
Quarters Cleaning Requirements	1-F
Handicapped Person File Sheet	2-A
New Construction/Alteration Request	3-A
Fence Request/Authorization	3-B
Absence From Quarters Notice	3-C
Tenant Guest Report	3-D
Foster Child Request	3-E
Weapon File Sheet	3-F
Pet Permit	3-G
Authorization Request For Water Bed(s)	3-H
CB/Amateur Radio Request	3-I
Appliance Trouble-Shooting List	4-A
Yard of the Month Guidelines	5-A
Building of the Month Guidelines	5-B
Dwelling Unit Condition-Inspection Record	7-A
Complaint Form	7-B
Vacating Notice	7-C
Sample Constitution and By-laws for Community Council	9-A

## CHAPTER 1

### ELIGIBILITY AND ASSIGNMENT

101. **GENERAL.** The Military Family Housing staff is charged with the management, operation, and maintenance of government housing. The rules and statements of resident's responsibilities contained in this Handbook are considered to be in the best interest of the Military community. If you fail to comply, you could be in violation of the Uniform Code of Military Justice (UCMJ).

102. **POLICY STATEMENT.** Compliance with the rules and statements contained herein is required of you, your visitors, and your guests. COMNAVBASE insists upon the highest possible standards of good management and maintenance of our Military Housing commensurate with effective regulation and available Housing funds. To attain this goal, COMNAVBASE asks your full cooperation in complying with the rules and policies expressed herein in order that you may receive maximum benefit.

103. **ENTITLEMENT.** The occupancy of government quarters is considered a privilege. Although the government provides quarters, it is not required to do so by law. Living in government quarters is a privilege not afforded to everyone. We are sure you will appreciate the fact that your quarters must be cared for and treated as if they were your own. In addition to accomplishing routine tasks of care and cleaning of your quarters, you will want to establish and maintain favorable day-to-day neighborhood relations. Certain policies must be established to provide guidelines to benefit the government and all families living in close proximity to each other. Your stay in housing will be a much happier and more rewarding experience if you adopt the philosophy of showing consideration for your neighbors and following the regulations presented in this handbook in the spirit in which they were formulated. The contents of this handbook have been thoughtfully prepared for you. It provides you with helpful information as well as detailed instructions regarding maintenance of your assigned quarters. As a resident of a Military Family Housing (MFH) unit, you are the key to a successful and economical maintenance program for government quarters. Your cooperation in adhering to these instructions will assist us in meeting the desired standards in government quarters.

104. **CHANGES AFFECTING ELIGIBILITY FOR QUARTERS.** You shall notify your housing office of any change in marital status (legal or voluntary separation, divorce, death of spouse), family composition (birth, adoption, etc.), rank, length of duty tour, change of duty station, release from active duty, or any other changes which affect eligibility for continued occupancy of government housing. In routine cases of severance from armed forces or transfer to inactive status, you must notify the respective housing office 30 days prior to, or immediately upon notification of separation, whichever comes first. Applications for Assignment to MFH and Occupancy Agreement are contained at Figures 1-A thru 1-C.

105. REASSIGNMENT OF QUARTERS. If as a resident of quarters you become eligible or ineligible for a specific set of quarters because of changes in rank, number of dependents, or age of dependents you may request reassignment of quarters in accordance with the entitlement set forth in reference (a). Reassignment of quarters at the request or convenience of you will be at your expense. Information regarding reassignment may be obtained through the Housing Assignment Office located at 32nd Street. Enlisted personnel promoted to officer rank must report this change and request reassignment.

106. TERMINATION OF OCCUPANCY

a. CONDITIONS FOR TERMINATION. Termination of assignment to quarters is required under the following conditions:

(1) When San Diego ceases to be your permanent homeport/station for duty;

(2) Death of sponsor or sole dependent;

(3) Unacceptable or wanton behavior by you, spouse, or any dependents as determined by COMNAVBASE. This includes behavior which is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Naval Service;

(4) Unacceptable care or destruction of the housing unit assigned or related property and landscaping as determined by COMNAVBASE;

(5) When you have been officially declared a deserter;

(6) When required to preserve military discipline as determined by COMNAVBASE;

(7) When you are relieved from active duty, separated from the service, transferred to the Fleet Reserve, or retired;

(8) When dependents leave for more than 90 consecutive days;

(9) When you and dependents are to be away for more than 20 weeks;

(10) When the dependents no longer reside with you, for any reason including voluntary separation, legal divorce, legal separation or court order. Eligibility for government housing expires on the effective date of the legal separation, legal divorce, voluntary separation or court order, (Exception: If you retain legal custody of dependent children and they reside with you full time or you have any other recognized dependents residing with you, you may remain eligible for assignment to government quarters).

(11) When you request to voluntarily vacate and the Housing Authority approves the request;

(12) Officers occupying command or billet quarters who receive orders to duty in the same area must vacate those quarters upon detachment; and

(13) When you, in an act of apparent abandonment, and as a result of your own voluntary action, cease to reside in government housing.

b. VACATING QUARTERS. You are required to give 30 days written notice of intent to terminate occupancy. Failure of a member to provide sufficient notice, may be grounds for disciplinary action by COMNAVBASE, except in instances which are beyond your control, such as receipt of "short fuse" orders or unscheduled/delayed close of escrow when purchasing a home in the civilian community. No one whose occupancy terminates under the prescribed conditions on a Saturday, Sunday or holiday is required to terminate assignment prior to normal working hours on the next regular workday. You are responsible for returning the unit in the same condition (which may be verified by the inspection check-in sheet) as when assigned, less normal wear and tear. Cleaning of assigned government housing prior to termination of occupancy is your responsibility. You are required to sign Vacate Information for Occupants of Navy Housing (Public Quarters) San Diego, CA area upon assumption of quarters. (Figure 7-C)

c. EVICTION. Eviction is required when conditions for termination of occupancy exist and you do not voluntarily vacate government housing. If your eviction becomes necessary, justification for this action will be documented and retained in installation files for two years after you are evicted. Eviction actions will be determined by the Director of Housing for COMNAVBASE.

d. REINSTATEMENT OF BAQ/OTHER HOUSING ALLOWANCES. Normally, BAQ and other applicable housing allowances must be reinstated upon termination of assignment to government housing. Forfeiture of BAQ allowances will not be extended past the date of your detachment to the next duty station.

e. RESPONSIBILITY FOR QUARTERS, EQUIPMENT, ETC. You are responsible for the proper care and use of quarters and all government owned equipment and fixtures in the unit. This is effective from the time the Occupancy Agreement (Figure 1-C) is signed until the quarters are vacated and final move-out (termination) inspection is passed.

f. CLEANING. The cleaning instructions at Figures 1-D thru 1-F are provided to assist you in the cleaning of your quarters. It is your responsibility to ensure that the quarters, all furnishings, carpets/rugs, draperies, equipment, appliances and all applicable grounds are left in a satisfactory condition (except for normal wear and tear) and ready for the next resident. On the day of your Final Inspection it would be wise to have a scrub brush, cleanser, ammonia, rags, and bucket on hand to take care of any small discrepancies. The unit will be inspected by the housing staff. Please allow at least 45 minutes to an hour for the inspection and preparation of your clearance forms.

g. FINAL INSPECTION. You must be present at the final inspection. If the quarters fail the first inspection, you will be given an opportunity to correct the discrepancies and must immediately schedule a second inspection during the same day (not later than 1500). If the discrepancies are not corrected by the second inspection the inspector is required to accept the unit and have all discrepancies corrected at your expense. All charges for

restoration of quarters will be paid in full (by a certified check or money order or by signing a voluntary Pay Adjustment Authorization DD-139) prior to you clearing housing. If you are unable to be present for this inspection, you must sign a Waiver of Joint Inspection, which provides that you will accept the housing representative's determination of condition of the quarters and accept financial responsibility to reimburse the government for all costs incurred.

h. HOUSING ALLOWANCE ADJUSTMENT WHEN VACATING. Upon the satisfactory completion of the final inspection, you or in your absence, your spouse, will be provided a Military Pay Order form appropriate for your branch of service, provided all vacate requirements have been met. The document will reflect the effective date of termination of assignment to quarters. You will normally hand carry this form to your disbursing office. The housing office will mail the form to the designated duty station when requested to do so in special situations.

**COMPLETE APPLICATION IN DUPLICATE, A COPY OF YOUR CURRENT ORDERS SHOWING DETACH DATE MUST BE ATTACHED.**

FIG. 1-A

1. I certify that listed dependents are my legal dependents and will reside with me in Government quarters.
2. I authorize stoppage of BAQ and VHA on the date quarters become available in order that quarters may be held for my occupancy.
3. I hereby authorize my spouse to select, accept, and sign for government quarters in my absence.
4. I accept assignment to these quarters with the understanding that I must remain in them for a minimum of six months unless I receive PCS orders to an area outside San Diego. I certify that I have no knowledge at this time, verbal, written, or otherwise of impending orders.
5. I understand the provisions of PWCINST 11101.4 (series) with regard to transfer policy from one set of government quarters to another. I further understand that this will apply to this and future tours of duty in the San Diego area.
6. I understand that no pets of any kind are allowed in Home Terrace, Woodlake, Hilleary Park or Pomerado Terrace housing areas. I understand that no dogs or cats are allowed in Cabrillo Heights, Gateway Village, or Bayview Hills.
7. I understand that only one dog and/or one cat is permitted in all other housing areas and I agree not to own or harbor more than one dog and/or cat on these premises.
8. I agree to vacate quarters immediately upon loss of entitlement to such quarters.
9. I agree to abide by all rules and regulations governing my occupancy in government quarters. I further understand and agree that I am responsible for my actions and those of my dependents and that failure to live up to my responsibilities and the rules of occupancy can result in my termination of assignment to government quarters.
10. I agree to provide a WRITTEN 30 DAY NOTICE to the housing project manager before vacating quarters.

DATE \_\_\_\_\_

**HOUSING APPLICATION**  
PNC-11101/1 (REV. 1-87) (BACK)

# APPLICATION FOR AND ASSIGNMENT TO MILITARY FAMILY HOUSING

**NOTE:** Upon arrival at your new duty station you **MUST** report to the Family Housing Office serving your duty station **BEFORE** making arrangements for any housing. You should DD Form 1747 (Status of Housing Availability) to present for verification or advice of changes in housing conditions.)

THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974 - SEE REVERSE BEFORE COMPLETION

SEE REVERSE OF THIS FORM FOR INSTRUCTIONS

## SECTION A - APPLICATION (To be completed by applicant.)

1. NAME OF INSTALLATION			2. DATE SUBMITTED (Mo., day, year)		
3. APPLICANT'S NAME (Last, first, middle initial)			4. ADDRESS FOR REPLY (Street, city, State, and ZIP Code)		
5. PERSONAL DATA					
a. RANK/RATE	b. SOCIAL SECURITY NO.	c. LENGTH OF SERVICE (Mo., year)	d. TIME REMAINING ON ACTIVE DUTY	e. DATE OF RANK	
6a. EFFECTIVE DATE OF CHANGE IN DUTY STATION (Mo., day, year)			b. DATE DEPARTURE CONUS (oversea assignment only) (Mo., day, year)		
7a. ESTIMATED ARRIVAL DATE OF FAMILY (Mo., day, year)			b. <input type="checkbox"/> WHEN HOUSING BECOMES AVAILABLE		
8. DEPENDENCY DATA					
a. TOTAL NUMBER IN FAMILY (residing with service member)	b. SPOUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	c. DATES OF BIRTH - MALE CHILDREN		d. DATES OF BIRTH - FEMALE CHILDREN	
e. OTHER DEPENDENTS				f. DEPENDENCY AUTHORITY (DD Form 137 - Date of approval of dependents in Item 8e of this form.)	
NUMBER	SEX	RELATIONSHIP	AGE(S)		

## PERTINENT FAMILY INFORMATION

9. SPECIAL HEALTH PROBLEMS (Describe) OR EXPECTED ADDITIONS TO FAMILY	
a. MONTHS INVOLUNTARILY SEPARATED FROM FAMILY DURING LAST 12 MONTHS DUE TO DEPLOYMENT OR ASSIGNMENT	c. LAST ASSIGNMENT <input type="checkbox"/> OVERSEAS OR <input type="checkbox"/> CONUS <input type="checkbox"/> ACCOMPANIED OR <input type="checkbox"/> UNACCOMPANIED
10. IN THE EVENT ASSIGNMENT TO HOUSING BECOMES MANDATORY THIS IS TO CERTIFY THAT - I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT DESIRE A WAIVER TO RESIDE IN OFF-INSTALLATION HOUSING	
11. REMARKS	
12a. TYPED OR PRINTED NAME OF APPLICANT	b. SIGNATURE OF APPLICANT

## SECTION B - ASSIGNMENT (To be completed by Family Housing Office.)

13a. DATE AND TIME APPLICATION RECEIVED (Mo., day, year, hour)	b. EFFECTIVE DATE OF APPLICATION (Mo., day, year)	14. DATE DD FORM 1747 SENT OR GIVEN TO APPLICANT (Mo., day, year)
15. HOUSING AVAILABILITY (Indicate the applicable box(es) checked under item 2, DD Form 1747.)	16a. APPLICANT PLACED ON THE FOLLOWING HOUSING WAITING LIST: (if not applicable, check item 17.)	b. EFFECTIVE DATE AND TIME (Mo., day, year, hour)
17. <input type="checkbox"/> APPLICANT NOT PLACED ON A HOUSING WAITING LIST (if applicable, give reason)	18a. ASSIGNED TO HOUSING UNIT (List housing unit, if applicable.)	b. DATE (Mo., day, year)
19. EFFECTIVE DATE FOR TERMINATION OF USING ASSIGNMENT (Mo., day, year)	20. BASIC ALLOWANCE FOR QUARTERS: a. <input type="checkbox"/> FORM PROCESSED ON ASSIGNMENT (Month, Day, Year) b. <input type="checkbox"/> FORM PROCESSED ON TERMINATION OF ASG (Month, Day, Year) c. MPO NO. _____	21a. ASSIGNED HOUSING INSPECTED AFTER TERMINATION NOTICE <input type="checkbox"/> YES <input type="checkbox"/> NO b. DATE INSPECTED (Mo., day, year)
22. INSPECTION RESULTS <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> OTHER (Explain)		

## DATA REQUIRED BY THE PRIVACY ACT

**AUTHORITY:** Section 515 of Public Law 84-161, as amended (10 U.S.C. 2674 Note) and similar authority.

**PRINCIPAL PURPOSE(S):** To assist in determining the need for assignment to military family housing and to indicate the type and size of accommodations required.

**ROUTINE USES:** The information supplied is analyzed by the Family Housing Office of the installation and is used in connection with providing required family housing accommodations.

**DISCLOSURE:** Voluntary. However, non-disclosure of information will hamper this effort or make it fruitless. Disclosure or non-disclosure of the SSN is voluntary and would not materially affect the outcome.

## INSTRUCTIONS FOR COMPLETION OF DD FORM 1746 APPLICATION FOR AND ASSIGNMENT TO MILITARY FAMILY HOUSING

### GENERAL INSTRUCTIONS:

Section A is to be completed by each applicant for Military Family Housing and Section B is to be completed by the Family Housing Office. No assignment to housing is to be made prior to submission of this form to the Family Housing Office.

### SECTION A

- Item 1 - *Name of installation* - Enter the name of the installation operating the Family Housing Office.
- Item 2 - *Date submitted* - Enter the date the application is mailed or otherwise submitted to the Family Housing Office.
- Item 3 - *Applicant's name* - Name of applicant
- Item 4 - *Address for reply* - Complete if reply is to be mailed.
- Item 5 - *Personal data* - Enter current rank/rate, identification number and length of service to nearest whole month. Enter the time remaining on active duty and date of rank.
- Item 6 - *Effective date of change in duty station* - Enter the date you were dropped from personnel accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For oversea assignment enter your date of departure from CONUS.
- Item 7 - *Estimated arrival date of family* - Enter estimated date under a., if appropriate. If family is not to arrive until housing is available, check b.
- Item 8 - *Dependency* - Complete items a. thru f., as applicable.
- Item 9 - *Pertinent family information* - Briefly describe any special family health problems which might influence your preference for a particular type of housing (i.e., single level vs two story, etc.).
- Enter the nearest whole month involuntarily separated from family during last 12 months due to deployment or assignment.
- Check appropriate box for last assignment.
- Item 10 - *Assignment preference* - Check affirmatively or negatively as the case may be.
- Item 11 - *Remarks* - Enter any additional information which might have a bearing on assignment to military family housing.
- Item 12 - *Signature* - The applicant must sign this application.

### SECTION B

- Item 13 - *Date and time application received* - Enter the date and time the application was received by the Family Housing Office.
- Effective date of application* - Enter the date of change of duty station, or such date as the application is received as applicable.
- Item 14 - *Date DL Form 1747 sent* - Self explanatory.
- Item 15 - *Housing availability* - Enter the item letter for applicable box(es) checked under Item 2, DD Form 1747, which were checked on that form for return to the applicant. For example, an entry might be "a" and "g".
- Item 16 - *Waiting list* - Enter the identification of the assignment waiting list to which the applicant is assigned and the effective date and time of his placement on this list.
- Item 17 - Check if applicant is not placed on an assignment waiting list. State reason.
- Item 18 - Enter identification of housing unit to which the applicant was assigned and the date of the assignment.
- Item 19 - Enter the date the housing assignment was terminated.
- Item 20 - Check items a. or b. and enter the date form was submitted to stop or start BAQ entitlement. Enter military pay order (MPO) number.
- Item 21 - Check to indicate whether or not the assigned housing was inspected on termination of assignment and enter the date house was inspected.
- Item 22 - Enter the results of the inspection.

NOTE. THIS FORM IS TO BE RETAINED IN THE FAMILY HOUSING OFFICE FILES



CNBSD-11101/31 (3/89)  
OCCUPANCY AGREEMENT - MILITARY FAMILY HOUSING

HOUSING SITE	ADDRESS		
RESIDENT	UNIT NUMBER	NUMBER IN FAMILY	

This agreement to occupy the premises indicated is issued by the United States Government, acting through the Department of the Navy, and the Resident identified above. By execution of this agreement, the Resident agrees to comply with all terms, conditions and provisions specified.

P R O V I S I O N S   O F   O C C U P A N C Y

- a. That the military member will use the premises as a private residence for his or herself and members of his or her family, and that the military member will not assign this agreement, nor sublet any part or portion of the premises to any person not a member of his or her family, nor allow any other person or persons to reside on the premises without the prior written consent and approval of the housing site manager.
- b. That the military member will not do or permit anything to be done on the premises, or bring or keep anything thereon, which will in any way constitute a fire hazard, or violate any rules and regulations prescribed by the Government relating to fire prevention, or do or permit to be done on the premises, any immoral, illegal, or criminal act.
- c. That the military member will conduct his or herself in a proper manner as a resident with due regard for the rights of other residents of the housing site.
- d. That the military member has read SECNAVINST 11101 which provides guidance and instructions concerning occupants responsibility in the care and maintenance of family housing and has the Handbook and all supplements thereto and that the military member will comply with the provisions of these instructions and maintain the structure and grounds in accordance with the standards prescribed for the housing site.
- e. That the military member will restore the unit to its original condition, less normal wear and tear, upon vacating and that he or she recognizes that he or she is personally liable for loss or damage to Government property if due to negligence, wrongdoing, or other causes imputable to him or her family, or guests, excepting normal wear and tear.
- f. That upon receipt of orders or loss of eligibility to occupy the Government quarters, he or she will immediately notify the housing site manager of the effective date.

A P P L I A N C E   &   E Q U I P M E N T   I N V E N T O R Y   R E C E I P T

INVENTORY	QTY	IN	OUT	INVENTORY	QTY	IN	OUT	REMARKS
DRAPES				TRASH CANS	2			
BLINDS				HANDBOOK	1			
DISHWASHER	1			DOOR KEY	2			
REFRIGERATOR	1			MAILBOX KEY				
RANGE	1							

E X E C U T I O N   O F   A G R E E M E N T

The administration of this agreement will be under the supervision and control of the local COMNAVBASE San Diego representative identified below.

GOVERNMENT REPRESENTATIVE SIGNATURE	DATE
RESIDENT SIGNATURE	DATE

THE FOLLOWING CLEANING INSTRUCTIONS ARE PROVIDED TO ASSIST (THEY ARE NOT ALL INCLUSIVE) IN THE PROPER METHODS OF CLEANING YOUR UNIT PRIOR TO THE FINAL INSPECTION.

#### CLEANING INSTRUCTIONS

1. REMOVE ALL PERSONAL BELONGINGS FROM THE UNIT AND SURROUNDING AREAS. ALL TRASH (INCLUDING HOUSEHOLD FURNITURE, AUTO PARTS, ETC.) MUST BE REMOVED FROM THE PROJECT PRIOR TO THE INSPECTION. (ALL ABANDONED/INOPERATIVE VEHICLES (ANY TYPE) LEFT AT THE UNIT (ON GOVERNMENT PROPERTY) AFTER THE FINAL INSPECTION, WILL BE IMMEDIATELY TOWED AWAY (DISPOSED) OF AT YOUR EXPENSE WITHOUT FURTHER NOTICE.
2. PERFORM YARD CARE - MOW, EDGE, PRUNE/TRIM, WEED, RAKE (ALL DEBRIS MUST BE REMOVED AND DISPOSED OF PROPERLY) AND WATER. YARD MUST BE MAINTAINED UNTIL FINAL INSPECTION DATE.
3. CLEAN INTERIOR AND EXTERIOR OF WINDOWS (INCLUDING TRACKS). (EXTERIOR APPLIES TO GROUND FLOOR WINDOWS ONLY) CLOSE AND LOCK SECURELY.
4. REMOVE, WASH AND REINSTALL GROUND FLOOR WINDOW SCREENS (VACUUM SECOND FLOOR SCREENS).
5. REMOVE MARKS, STAINS, ETC. FROM EXTERIOR OF BUILDING.
6. CLEAN STOVE, OVEN, BROILER AND HOOD. FOR UNITS WITH FREE STANDING STOVES, MOVE STOVE AND CLEAN UNDERNEATH AND BEHIND IT.
7. DEFROST AND CLEAN REFRIGERATOR (INCLUDING DRIP PAN UNDERNEATH). DISCONNECT, MOVE AND CLEAN UNDERNEATH. AFTER CLEANING, PLUG IN AND SET CONTROL ON #1. (ENSURE DRIP PAN HOSE IS PLACED BACK IN DRIP PAN).
8. CLEAN KITCHEN SINK AND POLISH CHROME FIXTURES.
9. REPAIR ALL DAMAGES THAT MAY HAVE OCCURRED DURING OCCUPANCY.
10. CLEAN ALL WALLS, CEILINGS, LIGHT FIXTURES AND CABINETS INSIDE THE UNIT. (PLACE PARTICULAR EMPHASIS ON KITCHEN AND BATHROOM WALLS, CEILINGS AND CABINETS. ANY PAPER ATTACHED TO SHELVES MUST BE REMOVED).
11. CLEAN TOILETS (ALL CALCIUM DEPOSITS MUST BE REMOVED), TUB/SHOWER ENCLOSURE (USE ONLY MILD LIQUID CLEANERS ON FIBERGLASS ENCLOSURES) AND POLISH CHROME FIXTURES. REMOVE ANY FILM LEFT ON TILE, A PINT OF VINEGAR ADDED TO AMMONIA WILL REMOVE MOST CALCIUM DEPOSITS.
12. SWEEP, SCRUB AND STRIP ALL TILE/LINOLEUM FLOORS (DO NOT RE-WAX). CLEAN AND DAMP MOP WOOD FLOORS.
13. CLEAN ALL CLOSETS, INCLUDING HEATER CLOSET AND SHELVES.
14. DO NOT USE ABRASIVE MATERIAL OR STEEL WOOL ON APPLIANCES OR PORECELAIN SURFACES.

15. ENSURE THAT ALL GOVERNMENT FURNISHINGS ARE IN THEIR PROPER LOCATION, (i.e., REFRIGERATOR IN KITCHEN). ANY GOVERNMENT FURNITURE WILL BE CLEANED AND IN THE UNIT. DRAPERIES WILL BE COMMERCIALY CLEANED AND REHUNG. CARPETS/RUGS WILL BE COMMERCIALY CLEANED, AND IN PROPER LOCATIONS.

16. PLACE GARDEN HOSE, SPRINKLER AND TRASH CONTAINERS IN DESIGNATED AREAS (GARAGE/REAR OF UNIT). EMPTY/CLEAN TRASH CONTAINER AND TURN UPSIDE DOWN IN GARAGE.

SAMPLE  
MINIMUM STANDARDS FOR CLEARING OF GOVERNMENT CONTROLLED QUARTERS

The minimum acceptable standards which are required of you upon the Final Inspection are as follows:

1. All broken light globes and burned out bulbs must be replaced.
2. Storage areas must be broom cleaned. This includes being dusted down, freed from any accumulated trash, and swept out, including all walls, ceilings, floors, and windows.
3. Any excessive build-up of dirt, wax, stains (other than discoloration due to hanging pictures), or calcium deposits, is not considered normal cleanliness and must be removed by the occupant. This also includes crayon marks, heavy smudges on the walls or excessive dirt. (Note that walls must be clean, regardless of anticipated painting). The Quarter's Inspector will advise you during the pre-inspection. The inspector can also tell you which nails to remove and which holes must be filled in.
4. If you have used stickers or contact paper you must remove it to include the adhesive. Remember, your taste and the next tenant's may differ.
5. For the majority of occupants, and the Quarters Inspector, the most difficult area will be the kitchen, in particular the stove and refrigerator. If you have cleaned your appliances on a regular basis you should have no problem. The refrigerator must have been defrosted and any accumulated and dried on food remains removed. The stove (oven, range, and hood) must be free of heavy grease and burned-on residues. Please note, we are not saying spotless or as if brand new; basically we are talking about clean to the eye. Clean behind and under it, clean the door gasket, take apart the stove to clean the hinges, or the coil eyes. We also realize that you will continue to use the appliances until you depart; however, this does not preclude them from being clean for the final inspection.
6. The bathroom is also likely to be a problem area. Again, it doesn't need to be spotless, but any excessive build up of calcium deposits around the water caps, or on the walls, or inside the water closet (to include under the rim) will not be acceptable. On the other hand, water spots will be overlooked.
7. Cleaning furniture, to include deep vacuuming of upholstery, is a contractor responsibility. The standard for you, as the occupant, is again clean to the eye. Note, however, that excessive stains or scratches may be considered as beyond normal wear and tear, and could result in assessment of damages for which you are liable.
8. Washers and dryers must be clean to include all surfaces, filter, etc. Again, the standard will be clean to the eye.
9. Balconies, patios, terrace areas, and carports also have not been included in the present contract and must be broom cleaned as normal. This basically means removal of accumulated debris and sweeping of area. Excessive

accumulations of dirt, gummy material, and stains on window frames must be removed. The purpose of these standards is to create a basis or standard for all occupants.

### QUARTERS CLEARANCE REQUIREMENTS

1. Stove, inside and out, especially burners, ports, oven, and broiler cleaned. Ensure all burners operate normally.
2. Stove hood, all surfaces including fan and filter cleaned of all grease and dirt.
3. Refrigerator cleaned, including the door seals, drip pan, and coils and set on low.
4. Dishwasher cleaned inside and out.
5. Microwaves thoroughly cleaned inside and outside.
6. All kitchen cabinets wiped down outside, shelf paper removed, and thoroughly cleaned inside.
7. All walls and woodwork cleaned.
8. All tile and sheet vinyl floors cleaned and stripped. (Do Not Rewax).
9. All wood floors, damp mopped and dried. (Do Not Wax).
10. All government carpeting, especially the stairs, cleaned and vacuumed.
11. Windows cleaned inside and out on first floor and inside on second floor.
12. All window screens installed and in good condition.
13. All sliding window and door tracks thoroughly cleaned.
14. All window shades cleaned and in good condition.
15. Interior and exterior light fixtures and covers cleaned.
16. Burned out and missing light bulbs replaced.
17. Sinks, tubs, toilet fixtures, and showers cleaned thoroughly.
18. All soap residue removed from tub and shower enclosures, doors, and soap dishes.
19. All mirrors and medicine cabinets cleaned.
20. All cobwebs swept down, interior and exterior.
21. Furnace and hot water heater areas cleaned.
22. Furnace filter cleaned or replaced and dryer vent cleaned.
23. Garages, porches, patios, steps, walks, and driveway cleaned.

24. Excess grease removed from garage floor and driveway.
  25. Exterior utility closets swept down.
  26. Grass cut, yard trimmed, and sidewalks and driveway edged.
  27. All flower beds weeded and edged.
  28. All hedges within 20 feet of the unit trimmed.
  29. Accessible debris removed from roof.
  30. Smoke alarm cleaned and tested.
  31. Government hose rolled up and placed in garage with the government lawnmower.
  32. All trash removed from quarters.
  33. Trash cans and trash enclosure hosed down.
  34. Excess trash should be bagged and left at curb if trash pick-up day.
  35. Windows closed and locked.
  36. Inform inspector of any/all maintenance problems you are aware of.
  37. All keys turned-in to inspector at final inspection.
- 

This is a guide for your use in preparing for your final inspection. Check off the items as you complete them. Good luck and have a good and safe trip. We have enjoyed serving you.

## CHAPTER 2

### POLICE/FIRE/DISASTER INFORMATION AND PERSONAL SECURITY MEASURES

200. INTRODUCTION. Unpleasant as it may be, it must be recognized as a fact of life that crime is a common occurrence in all urban areas in today's atmosphere. Many crimes occur in all urban areas regardless of location. MFH areas that are located outside the confines of a military installation are subject to the same problems as the surrounding civilian community. Accordingly, it is important for you, as a member of the community, to take appropriate measures to protect yourself, your family and belongings.

201. POLICE/SHORE PATROL. The local police authorities should be notified whenever you are aware that a crime is in progress or has taken place. Although your residence is located on government-owned property, it comes under the legal jurisdiction of the State of California and local governmental agencies. When in need of assistance that requires law enforcement, notify the nearest local Police Department. You should also notify NAVSTA, San Diego County Shore Patrol Headquarters. Housing Shore Patrol units are sometimes able to arrive at the scene within minutes to assist you. They are in direct radio contact with the Police Dispatcher which in turn allows our units to relay all necessary information to the local Department. Housing Patrols consist of five, two-man units on patrol 24 hours a day in 12 hour shifts. Shore Patrol has been tasked to enforce Military Housing Regulations and when requested, assist local Department officers responding in Navy Housing areas. If at any time, Shore Patrol are interfered with by your dependents, while in the performance of their duties, dependents will be identified and you will be placed on report for failure to control the actions of your dependents. If you interfere with Shore Patrol you will be taken into custody and transported to Shore Patrol Headquarters and placed into a cell until all required documentation is completed and you then will be transported to your command. As a part of an ongoing effort to enhance the quality of life of those residing within the housing areas, the Shore Patrol will also provide services in conjunction with civil authorities in the following manner:

- a. Enforce housing curfew hours between 10:00 P.M. and daylight on all minors (children under the age of 18) unless they are in the process of going home from a legitimate function approved by their sponsors (i.e.: dance, movie, etc).
- b. Assist community programs such as Neighborhood Watch and Radio Alert to reduce crime and vandalism.
- c. Render humanitarian assistance to those in need of emergency services.
- d. Interview and deter after-hours trespassers in military housing areas and adjacent school grounds.
- e. The Shore Patrol has jurisdiction over all active duty military personnel whether in uniform or in civilian attire. Housing Shore Patrol operates from Naval Station San Diego Security Department. For assistance, the Shore Patrol Headquarters can be reached at 556-1861.



202. EMERGENCY TELEPHONE SYSTEM. The 911 emergency telephone number has been developed to quickly summon emergency service in a crisis situation. Please remember to advise all family members to use the 911 number only for emergencies. Misuse of the system is a criminal offense.

203. COMMUNITY ALERT/NEIGHBORHOOD WATCH PROGRAMS. Statistics have proven that these programs are effective in reducing crime and increasing safety and security in neighborhoods. Most housing areas have active programs, coordinated by housing residents and community councils. Your housing office or the community council can provide details on how you may join and support this effort. However, this is primarily a voluntary community effort and it is up to you to establish and maintain these programs.

204. FIRE SAFETY INSPECTIONS. Government regulations require that all government quarters be inspected for fire safety hazards. Housing areas are inspected on a rotational basis, until all housing units have been inspected. At least one adult resident member must be present during the inspection and briefing. Advance scheduling for fire safety inspections cannot be made until you receive a notice of a pending inspection. At that time you may call the Federal Fire Department at 524-6079 and make an appointment. It is requested that you give Fire Department personnel full cooperation to ensure the inspections are successfully accomplished. The inspector will inform you of any violation. If corrective action is not completed by a specific date, your housing site office will be notified and appropriate action will be taken. If, at the completion of a housing site fire inspection, your unit has not been inspected and time has not been allowed you to make an appointment as required, a door notice will be left and your quarters will be entered the following day for a fire prevention inspection.

205. FIRE PROTECTION/PREVENTION/SAFETY. All fires will be reported to the fire department immediately by calling 911. "Under existing law, generally, any persons who negligently, or in violation of law sets a fire, allows a fire to be set, or allows a fire to kindle or attended by the person to escape onto any public or private property is liable for the expense of fighting that fire and for the costs for providing rescue and emergency medical services." Additionally, advise your minors thirteen years old and under, who have been determined to be the cause of a fire in Military Family Housing, that they will be required to attend fire safety training with their parents. If you are a resident of quarters located on-board Naval activities you should contact the base or station fire department instead of the city fire department. In addition, all fires which occur after working hours must be reported to the PWC Maintenance Service Desk. You are responsible for the safety and security of your family. As a custodian of government property you are expected to use good judgment and abide by fire prevention and safety regulations. The following is provided for your information and guidance:

a. SMOKING HABITS. Several serious fires have occurred within MFH which were caused by careless smoking habits. The following safety measures will help to ensure the safety of you and your family:

(1) Use only wide-lipped ashtrays. Avoid placing ashtrays on or near combustible materials such as drapes, furniture and paper products. Be certain that all ashes are cold before emptying ashtrays.

(2) DO NOT SMOKE IN BED! In California it is against the law to smoke in bed.

(3) Make it a practice to carefully examine upholstered furniture for signs of smoldering, etc. before retiring for the night, leaving the house and especially after social gatherings in your home.

(4) Parents should take special precautions to ensure that matches, lighters, etc. are kept out of the reach of children.

b. GAS FUMES: If there is any odor of gas within your unit, turn off all flames and extinguish all smoking materials. OPEN WINDOWS and call the maintenance service number, or emergency service number for after hours.

DO NOT TAKE CHANCES - YOUR LIFE AND THE SAFETY OF YOUR FAMILY ARE FAR MORE IMPORTANT THAN PROPERTY.

c. OPEN FIRES AND BARBECUE GRILLS: The burning of rubbish or other combustible items in housing areas is prohibited. All disposable material shall be placed in trash containers for proper disposition.

d. A fire will soon deplete the oxygen supply in an enclosed area, for this reason, barbecue grills are NOT to be placed or used in enclosed areas such as the dwelling unit, entrance, common hallways, or inside garages. Portable barbecue grills are permitted ONLY outside of buildings, on lawns or patios and no closer than 10 feet from any building or structure. Wherever placed, care must be exercised and barbecue grills must not be left unattended when in use or while still hot. Never empty hot or cold charcoal briquettes onto the ground. When cold, place the briquettes into the trash. All equipment should be properly cleaned and stored after each use.

e. USE AND STORAGE OF FLAMMABLE LIQUIDS/MATERIALS: You are cautioned against the use of flammable cleaning fluids/gasoline inside buildings, and the use of such fluids in large quantities outside buildings. If stored in a garage, flammables must be at least 15 feet away from hot water heaters; they are not to be stored in common hallway storage closets or other confined spaces. Gasoline must be stored in an Underwriters Laboratories, Inc. approved metal safety can with a tightly sealed cap. One gallon is the maximum quantity of flammable material permitted to be stored at any given time. Storage of such material will be your responsibility.

f. CLOTHES DRYERS: All clothes dryers must be vented to the outside of the unit. We recommend the lint trap be frequently cleaned to eliminate a potential fire hazard. It may be necessary to remove the lint trap and reach back into the machine to thoroughly clean it to minimize any fire hazard.

g. FURNACES: Dirty furnace filters will prevent air from getting to the motor, causing overheating, probable malfunctioning and possible fire. CHECK YOUR FILTER MONTHLY; if it is dirty, vacuum clean the filter or replace it. Do not store any items in or around the furnace or its closet. The maintenance service contractor will conduct an annual preventive maintenance inspection on your furnaces. You will be notified in advance of this inspection.

h. **ELECTRICITY:** There will be no alterations to the electrical system in your unit. Passing electrical cords through casement and steel window frames, open doors, between door joints or through holes drilled in walls is prohibited. Frayed cords or poor insulation can cause fires, serious burns and death. DO NOT plug in more than two appliances in any double electrical outlet. DO NOT overload electrical outlets by using adaptors (multiple/gang plugs) or extension cords.

i. **SPONTANEOUS COMBUSTION:** Special attention should be paid to rags and mops used in applying wax and polish. Under no circumstances should these materials be kept in closets, drawers or other enclosed places where they might ignite. Rags should be disposed of promptly and properly outside of the building. If they must be kept for further use, they must be washed thoroughly.

j. **GREASE FIRES:** Most grease fires are caused by leaving a pan on the stove unattended. A fire in a pan or oven can usually be quickly extinguished by covering the pan, closing the oven, or sprinkling baking soda on burning grease. NEVER use water on a grease fire.

k. **FIRE SAFETY TIPS:**

(1) **911 NEVER SLEEPS.** Call 911 for Fire-Police-Ambulance. The life you save may be your own or that of your loved one!

(2) Whenever possible, severely handicapped persons should occupy first floor bedrooms with easily accessible entrances and exits.

(3) Know your EXITS wherever you are. Have an alternate escape route.

(4) Near your bedside have your door keys, a whistle and working flashlight. (All items should be provided by you for the safety of his/her own family.)

(5) Most fires occur during the hours of sleep. Ensure fire/alarm system (smoke detector) is working properly. If alarm sounds  
**KEEP CALM-- THINK BEFORE YOU MOVE.**

(6) If your exit door is closed and warm to the touch, DO NOT OPEN IT, instead use one of your alternate escape routes.

(7) In a smoke filled room, keep below the smoke. STAY LOW AND GO TO THE NEAREST EXIT. Take your flashlight, whistle, and keys with you.

(8) Move quickly toward exit. DO NOT RUN. ONCE OUT OF BUILDING CALL 911 AND GIVE LOCATION OF FIRE. DO NOT RETURN TO THE BUILDING.

(9) **IF EXITS ARE BLOCKED:**

(a) Stuff wet cloth in cracks around the doors. Keep doors and windows closed. SMOKE KILLS.

(b) CALL 911. Give your exact location (complete address).

- (c) Use your whistle!
- (d) Call for help!
- (e) Hang sheets, clothing, etc. from a window if possible (TO SHOW LOCATION OF PERSON.)
- (f) Stay low and go to the nearest exit.
- (g) Cover your nose and mouth with damp cloth.
- (h) DO NOT PANIC...HELP IS ON THE WAY.

1. **FIRE DRILL:** Protect your family by developing an emergency escape plan (include alternate routes) and hold fire drills regularly to ensure that everyone, including the children, know how to act quickly in a fire. Do not be lulled into a false sense of security just because a smoke detector has been installed in your residence. Even after it warns you of a fire, you have only moments to escape. Unless you have planned and practiced a family escape plan, those few moments of warning might not be enough. Walk in a crouched position to a pre-established location outside your home. Never open a hot door. If possible place a wet cloth over your nose and mouth. Don't waste time taking your valuables. Assign a specific task to each member of the family.

206. **DISASTER INFORMATION.** There will always be earthquakes in California. The procedures below should be followed in the event of an earthquake.

a. Be prepared in advance. Have emergency supplies and needed items on hand.

- (1) Portable radio with extra batteries.
- (2) Flashlights with extra batteries.
- (3) First aid kit and instruction book.
- (4) Drinking water (5 gallons per family member).
- (5) Food (canned foods, mechanical opener, required medications and powdered milk).
- (6) Alternate source of cooking (i.e., barbecue grill, camp stove, etc.).
- (7) Plan where and how to reunite entire family.

b. Keep calm. PANIC KILLS.

- (1) If indoors, STAY THERE. Get under a desk/table or stand in a doorway. Stay away from windows.
- (2) If outdoors, GET INTO THE OPEN. Stay away from buildings, trees, and power lines.

c. After the earthquake:

- (1) Check your quarters for damages/fires.
- (2) Do not use telephone unless in emergency.
- (3) Keep street clear for emergency vehicles.
- (4) Cooperate with Public Safety Officials.
- (5) Report all damages immediately to your housing office.
- (6) Check for gas and water leaks (shut main gas valve to unit).

207. GENERAL SAFETY GUIDELINES. A common sense approach will do much to promote safety and well being while living in government housing. In addition, the following guidelines will help ensure the safety of all residents:

a. HANDICAPPED RESIDENTS. It is your responsibility to ensure that a record of the handicapped person in the household is on file with your local fire department and housing office. (Figure 2-A) This record should include the handicapped individual's special needs (i.e., iron lung, dialysis machine, etc.).

b. HAZARDS. All safety hazards should be reported immediately to your housing office.

c. POISONS. Poisons must be clearly marked and stored in an area where they cannot be reached by children. There are at least 700 different poisonous plants in the U. S. and many are deadly. The leaves and branches of many plants are highly toxic and can cause serious internal injury. We highly recommend that you educate your small children and keep the plants out of their reach. Further information may be obtained by contacting the Poison Control Center.

d. CHILDREN. Small children should not be left alone at any time. If you live in a townhouse or an upstairs unit, and have small children, you may want to consider a "safety gate" at the top of the stairs.

e. SHARP INSTRUMENTS AND SMALL APPLIANCES. Sharp instruments should be stored safely and out of children's reach; do not leave hot appliances such as irons and pans within their reach. Small appliances (i. e.: iron, hair dryer, can opener, blender, fry pan, etc.) should be unplugged when not in use. Always ensure that electrical appliances are in an "OFF" position before plugging into an outlet. This could prevent a possible short circuit in the electrical system in the quarters. Always rest your iron on an insulated pad, and keep it set a few inches from furniture and draperies. Do not leave extension cords lying exposed. Safety plugs for wall outlets are recommended in units where there are small children.

f. **POOLS.** Only small wading pools, not larger than 5 feet in diameter and no more than 12 inches deep, are permitted in government housing, due to the hazard of drowning. An adult must always be present to supervise children when using such pools. Pools are to be drained and properly stored when not in use. In the event of damage to the grounds, you will be held responsible for the immediate restoration of the area. In housing areas, which have government installed swimming pools, all pool rules will be observed.

**208. PERSONAL SECURITY MEASURES.** Residing in government quarters does not guarantee any extra measure of safety/security from crime or vandalism. The following measures will assist you in maintaining your quarters in the safest and most secure manner possible:

a. Store valuables out of sight; consider the use of a safety deposit box for valuable items such as wills, bonds, cash or expensive jewelry.

b. Keep in mind that the government does not carry insurance and does not assume liability for your personal property other than stated in Section 302. As in a private community, it is your responsibility to provide appropriate renter's insurance, with coverage to include damages due to negligence and actions of pets (such as dog bites). Such policies should show that you have custody and control of the housing unit that you live in.

c. Mark your property (such as televisions, stereos, tools, bikes, etc.) so it is easily identifiable. Local police recommend using a California driver's license number or a California I. D. number. You may also want to consider using your social security number.

d. Keep doors and windows locked. Window/sliding glass door locks and peep-holes, are normally available through the Self-Help Program.

e. Always lock your car when not in use. You may also wish to consider locking gas caps and locking hubcap devices.

f. Bicycles, "speed" bikes, and moped type vehicles are popular theft items. You should have these items properly licensed and registered. Ensure that they are properly secured when not in use.

g. For additional advice and information concerning safety and security, contact your local Community Council or police agency.

HANDICAPPED PERSON FILE SHEET

PROJECT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
NAME \_\_\_\_\_ RATE \_\_\_\_\_  
(SERVICE MEMBER'S)  
SSN# \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_  
HOME/WORK

HANDICAPPED PERSONS NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_  
RELATION: \_\_\_\_\_

MEDICAL/PHYSICAL HANDICAP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL NEEDS: (I.E., IRON LUNG PATIENT, ELECTRICAL POWER CRITICAL)

\_\_\_\_\_  
\_\_\_\_\_  
I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE ABOVE INFORMATION ON FILE  
WITH THE LOCAL FIRE DEPARTMENT.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

PROJECT MANAGER \_\_\_\_\_  
(SIGNATURE)

## CHAPTER 3

### HOUSING REGULATIONS AND POLICIES

301. **RESIDENT RESPONSIBILITIES.** In accordance with policy set forth in references (a) and (c), you and your dependents are responsible for keeping the quarters and adjoining grounds in a clean, sanitary and safe condition, and for minor maintenance, routine housekeeping, and the care of designated grounds. You are responsible for ensuring that your quarters are returned in the same condition (which may be verified by inspection check-in sheet), except for normal wear and tear, upon termination of occupancy. You are responsible for adhering to all rules/regulations pertaining to MFH. In addition, you are to ensure at all times that quarters, grounds and equipment (appliances and Self-Help equipment items) are used only for the purpose for which they are intended, and not for any unsafe, illegal, commercial or unethical purposes. **ALL GOVERNMENT APPLIANCES WILL REMAIN WITHIN THE KITCHEN.** Government items (garden hoses, etc.) issued through the Self-Help Program, shall remain at the quarters. You will be held responsible for the proper use and care of all items and will be required to correct, repair, or replace any item damaged by negligence or misuse. You will be held responsible for "all" damage to government property beyond normal wear and tear and considered as occupant use, including damaged hardwood floor, permanently stained carpeting, etc. Flagrant abuse or damage to government property will cause you to be placed on report to your commanding officer under the UCMJ.

302. **GOVERNMENT LIABILITY TO OCCUPANTS.** You may file claims with the Navy for loss or damage affecting your personal property, provided such loss or damage (fire, flood, theft or vandalism) is not caused by your own negligence. The authority to pay such claims is provided in 31 U.S.C. 240-243 and is limited to \$15,000.00. Entitlement to such payments is subject to certain exceptions generally covered in most commercial homeowner's insurance policies. If negligence was involved, not only will the government not honor a claim for damage to personal property, but you may be required to pay for any loss or damage to Government Property.

Please refer to JAG MANUAL P2103, Claims Payable for further information. **HOW TO FILE A CLAIM:** (Reference: JAG Manual Chapter XXI) To file a claim, the following forms must be obtained and submitted: DD FORM 1842 CLAIM FOR PERSONAL PROPERTY AGAINST THE UNITED STATES, DD FORM 1842 SCHEDULE OF PROPERTY AND CLAIM ANALYSIS CHART. It is recommended that all claims be submitted to your **COMMAND LEGAL OFFICER/DEPARTMENT** for investigation and compliance with applicable regulations.



303. LIABILITY FOR DAMAGES TO GOVERNMENT QUARTERS. At present, there is no limit to the liability for military members who damage their government quarters. For this reason, you are strongly encouraged to carry renter's liability insurance for at least the full replacement value of the government quarters you are currently occupying. Such insurance normally covers both your personal household goods and the quarters, and can be obtained from your insurance company. Waterbed insurance is mandatory if you bring a waterbed into MFH (see page 3-11). The Debt Collection Act of 1982 (Public Law 97-365) was enacted to increase the efficiency of federal agencies in collecting debts owed to the U.S. by its employees and members of the uniformed services. This law requires each federal agency to assist in collecting debts to other federal agencies. If you owe a debt to housing, it is in your best interest to resolve the debt. If you have not resolve the debt, it will be referred to the Navy Finance Center (NFC) in Cleveland, Ohio for collection. The following may then occur: First you will be notified by housing management of the debt and the reason for it. You will be provided the opportunity to pay off the debt in full, reach an agreement on a scheduled payment plan or demonstrate that the debt is invalid. If you do not make some arrangement, the debt is turned over to the Navy for collection from your pay. When housing management notifies the Navy of the debt, the Finance Center sends you one more letter. If you are retired from the Navy, the NFC will make every effort to collect the debt (i.e., IRA, etc.). This final letter advises that collection will be made from retired pay. The letter gives the effective date, the total debt, the monthly amount to be collected, and the creditor agency point of contact regarding the debt. Once the process has reached this point, NFC will begin the collection from retired pay as scheduled. If you decide to pay the debt or to dispute the debt after it has been referred to the Navy, there will still be a period when collections are made from retired pay. NFC cannot act upon requests from retirees to stop collection. The creditor agency must provide notice to stop the collection.

304. CONSTRUCTION AND/OR ALTERATIONS. You shall not accomplish any new construction, additions or alterations to family housing units including garages and surrounding grounds. Alterations, additions and construction includes sheds, walkways, installation of cupboard doors or air conditioners, telephone extensions, water purification systems, etc. Any unauthorized alteration/additions will be removed by the government at your expense (Figures 3-A and 3-B applies). The required authorization must be submitted to your housing office.

a. HANDICAPPED/DISABLED ACCOMMODATIONS/ALTERATIONS. Your housing office should be advised of any handicapped or disabled dependents that may be in quarters where special accommodations or alterations might be required. (Figure 3-A applies).

b. FENCING. Permits to erect chain link fences (not authorized at some housing locations) shall be accompanied by a simple sketch, in triplicate showing the location in relation to buildings, parking lots, clotheslines and walks. Chain link fences must contain at least one gate 42" wide, and will be 48" in height with a top rail. Requests will be checked by housing staff personnel prior to approval. (Figure 3-B applies).

c. **UNAUTHORIZED LOCKS, LATCHES, DEADBOLTS, ETC.** Security and safety is everyone's concern. However, as with any landlord-resident relationship, the landlord must have access to the property at all times, particularly in cases of emergencies. You are advised that unauthorized security devices will be removed and replaced by the government at your expense. Contact your housing office prior to making any such alterations or changes.

305. **TEMPORARY ABSENCE FROM QUARTERS.** When quarters are to be vacant in excess of 6 days for any reason, your housing office must be notified in writing, (Figure 3-C). This notice must be submitted in advance. An Absence From Quarters Notice is available at each housing office. The maximum time allowed for both sponsor and dependents to be away from quarters at any one time is 20 weeks. In any absence, you are required to arrange for adequate care of your housing unit, grounds and other government property.

a. **DESIGNATE A CUSTODIAN.** You shall designate a custodian who will be registered with your housing office and should have a key to the unit. The custodian will ensure that mail and papers are picked-up daily, grounds are kept trimmed and neat, plumbing and electrical fixtures are inspected periodically, local police and the housing office are notified if someone attempts to break into the unit. In the event the absence from quarters is for an extended period of time, you should make arrangements to have mail held at the Post Office and paper delivery cancelled.

b. **SECURE UNIT.** All doors and windows are to be locked. All appliances (except refrigerator) should be unplugged for safety. The refrigerator water heater and room thermostat should be set on low for energy conservation. Properly board all pets. NO PETS WILL BE ALLOWED TO REMAIN IN QUARTERS DURING YOUR ABSENCE.

306. **PUBLIC AND PRIVATE AREAS.** The grounds surrounding most quarters are considered private yards. Where grounds are defined as "common grounds", care is provided by the government. However, it is still your responsibility to maintain the area surrounding your quarters in a suitable condition by removing trash and debris.

307. **CONDUCT OF RESIDENTS, DEPENDENTS AND GUESTS.** You are responsible for the conduct of your dependents and guests. You are to practice a "good neighbor" attitude. Should problems arise, resolve differences with neighbors privately and in a courteous manner. Your housing office will not become involved or respond to neighborhood disputes (i. e.: name calling/gesture making, younger children fighting, social complaints, etc.). A common sense approach will do much to reduce the possibility or occurrence of neighborhood problems or disputes. Some suggestions/guidelines for promoting good community relations are:

a. Keep the volume of televisions, radios, stereos and vehicle motors at a low level. Close doors gently, and refrain from permitting excessively noisy parties and loud conversations.

b. Provide adequate supervision for your children at all times.

c. Prevent children from congregating on streets or in common hallways.

d. Prevent children from playing or riding skateboards in the streets.

e. Advise bicycle riders that they are subject to the same State of California vehicle laws as operators of automobiles and other motorized vehicles.

308. CURFEW HOURS FOR MINORS. In order to allow all residents to enjoy a quiet and restful environment, a curfew is imposed in all our housing areas. All minors (children under the age of 18), unless they are in the process of going home from a legitimate function approved by their sponsors (i.e.: dance, movie, etc.), must be off the streets of our housing areas between 10:00 p.m. and 6:00 a. m. You will be issued a "Letter of Caution" for first-time offense. Termination of quarters assignment will be effected should there be a second violation of the curfew policy by any minor residing with the family. This policy is consistent with the City and County of San Diego's curfew law and will be enforced by civil as well as military authorities.

309. GUESTS/VISITORS. Visitors are permitted in Military Family Housing. However, visitors remaining overnight are considered guests. Guests are permitted under the following conditions/limitations:

a. Guests may remain for no more than 15 days. Guests must be registered at your housing office. No exceptions to this policy will normally be granted.

b. Permission must be obtained from the local housing site office for all guests remaining beyond 15 days (Figure 3-D). You must submit written requests and cite specific justification for the extended visit. All requests must be submitted by you for the quarters unless you are deployed, in which case, the request may be submitted by your spouse. The housing authority retains the right to refuse permission for your guests if the resident has a history of failure to comply with housing regulations.

c. You, as the custodian of government property, retain responsibility for the guests residing in your quarters. If housing authorities receive a valid complaint concerning the activities or behavior of guests, the guests will be requested to vacate the quarters immediately.

d. Subletting or collection of payment for rent, for any portion of quarters is prohibited. Conducting such practices will cause you to lose housing eligibility. This means that you will be required to vacate government quarters.

e. Quarters are assigned to military members individually. Other military personnel or their dependents may not occupy your quarters except in accordance with the basic rules and requirements for guests outlined above.

f. The only exception to the above policies are those permitted by reference (b) for the following situations:

(1) FOSTER CHILDREN. The Navy has no objections to housing foster children, as long as the living conditions (including sanitary) which result are within reason. However, a foster child does not qualify as a dependent (unless formally adopted), and therefore, will not be considered when assigning family housing assets. If you wish to house a foster child, you

must submit to the housing site management office a written request and have it approved prior to housing the child in the quarters (Figure 3-E applies). Further details are outlined in reference (b).

(2) **LIVE-IN HOUSEKEEPER.** The Navy has no objections to housing live-in housekeepers under the provision of reference (b), as long as the living conditions which result are within reason. No monetary consideration may be accepted as recompense for the shelter given in government quarters. If you request authorization for a live-in housekeeper you must submit a request in writing to COMNAVBASE (Attn: Director, Military Family Housing) via your commanding officer. Requests must substantiate need such as divorce decree, and include an endorsing letter from your commanding officer, etc. An additional bedroom may be assigned for the live-in housekeeper.

g. Any requests for exception to the above regulations due to unique circumstances (i.e.: foreign exchange students, etc.) must be submitted by letter to COMNAVBASE via the service member's commanding officer. The letter should provide specific reasons/justification for the exception and fully explain why special consideration should be considered. Such special requests from service members who have a history of violating housing regulations will not be considered.

**310. COMMERCIAL ENTERPRISES.** No commercial enterprise is permitted in the quarters or on the premises. Department of Defense regulations prohibit use of quarters as a show room or store for the sale of goods or services. Recognizing that the definition of services may not be easily definable, the following guidelines are provided:

a. **HOME ENTERPRISES.** Normal home enterprises such as Avon, Tupperware, cookware sales, jewelry sales/parties, etc. are acceptable.

b. **YARD/GARAGE SALES.** Occasional yard/garage sales are permitted in the resident's yard, but must be limited to no more than two days. Posted signs are never to be placed on trees, street signs or utility poles. Care must be taken to protect grounds from damage. You will be held responsible should damage to grounds or sprinklers result. Recurring or extended yard/garage sales are strictly prohibited.

c. **YARD CARE SERVICES.** Running a commercial landscaping business is prohibited. The use of government furnished equipment to accomplish paid lawn care services is prohibited.

d. **BABYSITTING.** Irregular/periodic babysitting for a friend or neighbor is permitted. A Family Day Care Home or child care is permissible only in accordance with COMNAVBASESDIEGOINST 1700.11.

e. **BREEDING OF ANIMALS.** The breeding of any animals for any purpose is prohibited.

f. **SERVICES NOT PERMITTED.** Examples of other services not permitted are home barber shops, beauty shops, gun shops, auto repair or upholstery shops, TV repair shops, and the production for sale of items such as ceramics, etc.

**BEFORE EMBARKING UPON ANY ACTIVITY WHICH MIGHT BE CONSTRUED TO BE A SERVICE NOT PERMITTED, PLEASE CALL YOUR HOUSING SITE OFFICE.**

311. SOLICITORS/SALESPEOPLE. All profit making organizations are required by law to possess identification and a license to do business in San Diego County. If you choose to speak to a salesperson/solicitor, ask to see proper identification. If a salesperson/solicitor persists, or refuses to show proper identification, notify your local police department. You may also post a no soliciting sign on your front door provided such installation does not deface the door or building.

312. MUTILATION OR THEFT OF UNITED STATES MAIL. You are advised and urged to impress upon dependents and guests that mutilating, stealing or otherwise tampering with the U. S. MAIL is a federal offense. Persons found guilty of tampering with the U. S. MAIL are subject to prosecution by fine, imprisonment or both. Any known or suspected violations of Postal Regulations should be promptly reported to the Postal Inspector. Any family member found in violation of damaging postal property will result in the quarters occupancy being terminated.

313. FLYING OF KITES, POWERED AIRPLANES, ETC. These activities are dangerous and prohibited near buildings or overhead power lines. Any resulting damage will be your responsibility.

314. BALL PLAYING, FRISBEE THROWING, ETC. Such activities will be permitted only in authorized areas. Placement of any device (goal post, basketball hoop, etc.) must be approved by your housing office. (Figure 3-A)

315. WEAPONS AND AMMUNITIONS.

a. The possession of firearms, ammunitions, government-owned arms or other ordnance equipment or weapons in government quarters will be in accordance with the Station regulations and as follows:

All weapons will be registered on a Weaspon File Sheet (Figure 3-F) with your housing office at the time of assignment to quarters or within 10 days of the weapon being brought into the quarters. Other ammunitions, such as hand grenades, bombs, blasting explosives, etc. will not be permitted in government quarters. Reloading of ammunition cartridges is not permitted in government quarters. Weapons and ammunition will not be stored in the same room. Misuse, discharging, brandishing, etc. of any firearm (i. e.: air rifles, BB guns, rifles, shotguns, or other similar weapons) within government housing area is prohibited and if you or your dependent found guilty, assignment to quarters will be IMMEDIATELY TERMINATED.

b. WEAPONS OTHER THAN FIREARMS. The below listed weapons are defined as lethal or dangerous and their use or possession in any government housing area is prohibited and may result in termination from government quarters. (You will be held fully responsible for any subsequent damage or injury.)

- (1) Bows and arrows
- (2) Spear guns
- (3) Swords and knives (except officer's ceremonial swords)
- (4) Slingshots

(5) Martial arts weapons

(6) All other objects classified by state or local police as weapons.

c. UNEXPLODED ORDNANCE. In the past, unexploded ordnance has been found in some areas adjacent to MFH sites. This ordnance is located in areas that were once used as training sites for live firing. You are advised that firm precautionary measures should be taken to ensure that adults and children alike are aware of the dangers involving ordnance, firearms and ammunition. Report any suspected ammunition found to the Fire Department at 911 and to your housing site office. Never move the item and keep everyone clear of the area until it is checked out by a properly trained ordnance team.

316. PETS. Only one pet of any species (i.e.: one dog and one cat) may be kept in single family housing areas and Murphy Canyon; however, neither dogs nor cats are allowed at multi-family units (i.e.: Bayview Hills, Cabrillo Heights, Gateway Village, Lofgren Terrace); no pets/animals of any type except small birds and fish are allowed at Woodlake, Hilleary Park, Home Terrace, Terrace View Villas or any newly constructed multi-family housing. The keeping of pets, where permitted, is a conditional privilege extended to those persons who exhibit responsible behavior in the control of their pets. This regulation pertains to any pet/animal kept at a residence whether owned by the resident or not. The tenant must obtain a Pet Permit from the housing office prior to bringing a pet into MFH, (Figure 3-G applies).

a. NON-DOMESTIC/WILD ANIMALS AS PETS. All non-domestic/wild animals including, but not limited to chickens, ducks, lizards, monkeys, rabbits, reptiles, hamsters, guinea pigs, snakes and tarantulas are not permitted in government quarters. Gold fish, tropical fish and small birds kept as pets, are not subject to restrictions except as noted above. The raising of birds and fish for commercial purposes is prohibited.

b. DOGS. Where permitted, dogs must be licensed by the city in which the housing is located and must be registered with your housing office when introduced into the housing area, (Figure 3-G applies). When outdoors the dog must be:

(1) Within an approved fenced yard area at all times when not being walked.

(2) On a hand-held leash when being walked under control of a responsible person.

Owners of pets will maintain yards and adjacent areas clean and free of animal droppings. When dogs are walked on a leash, the owner/keeper will clean up after the animal.

c. The following San Diego County Animal Control Regulations applies:

(1) Sec. 62.620 LICENSE REQUIRED.

"All dog owners, within the jurisdiction of this ordinance, shall apply for and obtain for separate dog license for each dog they own, possess, keep, harbor, after it is four (4) months old. All dog owners must possess such license at the time the dog is five (5) months old or one (1) month after obtaining or bringing into an area coming within the jurisdiction of this ordinance, any dog over four (4) months of age. Any dog which is legally impounded according to the provisions of this chapter shall be presumed to be a dog which, prior to impounding, required a license, regardless of such dog's actual age or owner's place of resident. The current San Diego County license must be worn by the dog at all times."

(2) Sec. 62.668 CONDITIONS OF ANIMAL OWNERSHIP. "Animal owners or keepers must comply with the following conditions:

(a) Animals shall be restrained or confined as required by law.

(b) Animals shall be humanely treated at all times.

(c) Vaccinations, license, and permits shall be obtained as required by law.

(d) Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors or of human or animal disease.

(e) Animals and animal premises shall not be permitted to disturb the peace or constitute a public nuisance or hazard."

(3) Sec. 62.669 RESTRAINT OF DOGS BY OWNER

"Dog owners shall at all times keep their dogs on a leash or within an enclosed area on their own property or the private property of another, with the permission of the owner of that property, so as to prevent them from being at large or stray, from biting or harassing any person engaged in a lawful act, from interfering with the use of public property or with the use of another person's private property, and from being in violation of other sections of this Code. However, dogs may be at large while participating in field trials and obedience classes organized and sanctioned by recognized dog clubs, while assisting a peace officer engaged in law enforcement duties, or while being trained for the above purposes on private land with the permission of the land owner, so long as such dogs are under direct and effective sound or gesture control within sight of such individuals to assure that they do not violate any other provision of law."

(4) Sec. 62.670 COMMITTING NUISANCE

(a) "No person shall allow a dog in their custody to defecate or to urinate on public property or any improved private property other than that of the owner or person having control of the animal. It shall be the duty of all persons having control of a dog to curb such dog in order to carry out the intent of this section. Unsighted persons while relying on a guide dog shall be exempt from this section. If a violation of the above occurs, such person shall immediately remove any feces to a proper receptacle."

d. AUTHORIZATION TO KEEP PETS. Authorization to keep pets will be rescinded when:

- (1) The pet(s) becomes a nuisance to neighbors because of noise, odor, or sanitation.
- (2) If you fail to control and maintain the pet as required herein.

e. ADMINISTRATIVE PROCEDURES FOR RESIDENTS WITH PET VIOLATIONS ARE AS FOLLOWS:

- (1) If you violate the animal pet policy by keeping an unauthorized pet(s), bringing two of any kind of species into quarters, or maintaining more than two pets in quarters, you may be terminated from assignment to quarters.
- (2) When you allow authorized animal pets to become a nuisance, the following procedures will be followed:
  - (a) Upon receipt of a written complaint, a violation notice will be sent to you, requiring you to take corrective action immediately (upon investigation, should the incident prove to be of a serious nature (i. e., dog bite/attack) the notice will direct immediate removal of the pet) and loss of pet privileges. You must provide written notification to management of the action taken.
  - (b) If you fail to take corrective action, and an additional complaint is received, you will be required to remove the pet from the housing project.
  - (c) Once a notice of pet removal or revocation of pet privileges has been sent, subsequent instances of failure to comply with pet rules will result in termination of assignment to quarters.

f. STRAY/LOOSE ANIMALS. All stray/loose animals should be reported to the San Diego County Animal Control office. (See list of phone numbers-front cover.)

g. DEAD ANIMALS. If dead animals are found on city streets, call Animal Control for your particular area. If they are found on government property, call the Housing Maintenance Service Center (MSC).

317. PARKING. Parking is restricted to streets, private driveways, garages and parking lots. Parking is on a first come, first served basis only. No vehicle will be parked at any time on grassy/landscaped areas or in alleyways, including boats, trailers, motor homes, or other type vehicle. Housing does not provide long term vehicular parking or storage within its housing areas.



a. **TRAILERS, CAMPERS/SHELLS, BOATS, ETC.** No boats, trailers or campers are allowed in any MFH complex. Any other vehicles not movable under their own power will not be parked within the housing areas. If your unit includes a garage, you may store these items there. Motorized recreational vehicles are permitted for short periods up to two weeks, but will not be electrically hooked to a house or garage by use of the power supply/extension cord.

b. **TOWING/IMPOUNDING.** Vehicles within the housing site which are illegally parked, improperly licensed/registered, inoperative or abandoned will be cited by the housing office. Such vehicles which are not removed or that fail to have the violation corrected by the owner within 5 working days will be towed and impounded at the owner's expense. Any vehicle parked on a city street within or surrounding a MFH site that appears to be abandoned will also be towed at the owner's expense.

c. **TRAFFIC.** Traffic control in the housing areas is under the appropriate city/county/state jurisdiction. Vehicles will not be parked in fire lanes, alleys or adjacent to curbs marked red. Irresponsible parking habits could cause delay of emergency vehicles from responding in a timely manner. Violators are subject to being ticketed by the local police authorities or towed at the owner's expense.

318. **AUTOMOTIVE REPAIR.** Minor repairs of your personal vehicles are expected. However, commercial work or repairs which cause a nuisance to neighbors such as engine/transmission overhaul, body work, working late hours, or excessive noise is not permitted. Automotive repairs are restricted to off-street parking areas or garages only. Oil/grease damage is your responsibility. Oil/grease will not be dumped on grounds, or in drainage systems. Such disposal will be considered a serious violation. You will be charged for the cleaning and/or restoration of soiled or damaged government property.

319. **REFUSE DISPOSAL AND COLLECTION.** Refuse will be disposed of properly. Failure to do so will be considered a serious violation of housing rules and may result in termination from government quarters. You are responsible for the following:

a. Careful handling of all waste items; draining and wrapping all garbage in plastic bags; preventing unsightly or hazardous scattering of trash.

b. Boxes should be flattened. Branches should be cut into short lengths (not more than 3 ft) and tied in bundles. Local dumps should be utilized for the disposal of oversized items and excess trash.

c. Trash containers in excess of 40 pounds will not be picked-up by the refuse contractor. Receptacles must be returned to their designated area on the same day of trash collection. In the event of a community clean-up program your housing office can provide large dumpsters for oversize items. Large oversize items may be picked-up by calling your housing site office and making appropriate arrangements ahead of time. Please allow several days advance notice for this service.

d. Keeping receptacles and surrounding areas clean.

e. Disposal of all hazardous wastes (i.e., household toxics, pesticides, motor oil, chemicals). For further information and guidance contact the San Diego County House Hold Material Waste Program at 236-2222. The county will assist in disposal of hazardous waste.

320. WATER BEDS. If you desire to use a water bed in government quarters, you are required to:

a. Present a current liability insurance policy showing water bed coverage.

(1) Not all insurance companies provide renters' insurance with water bed coverage. Whether or not you are covered for damages and to what extent depends on how your individual policy is written.

(2) Water bed insurance coverage can be purchased where you purchase your water bed. The coverage is usually for \$100,000.00. Normally, this type of policy will cover all property damages by the water bed.

b. Sign a liability statement at the housing office for all damages resulting from the use of the water bed, (Figure 3-H applies).

c. Have written permission from your housing site manager prior to installing a water bed.

321. SPACE HEATERS. Portable space heaters are not authorized in government housing.

322. TELEVISION ANTENNAS. Installations of any exterior television antennas is prohibited where commercial facilities (cable, satellite, etc.) or master TV antenna systems exist. You have the option of indoor "rabbit-ear" antenna or commercial facilities at their expense. No exterior antennas will be approved in MFH.

323. AMATEUR RADIO APPARATUS/MARS STATION. A written request for authorization must be submitted to your housing office, (Figure 3-I applies). The request must include a copy of the Federal Communication Commission license, channel frequency and a sketch of the antenna installation and location. Approval of requests and continued authorization to operate such equipment will depend upon proper licensing, proper design of installation, and compatibility with the electromagnetic environment and architecture. Amateur radio equipment will not be installed or operated without prior written approval.

324. CB RADIO APPARATUS. With the exception of a government sponsored Community Alert Group, the operation of civilian band radios is not authorized inside government housing units/areas.

CNBSD-11101/22 (3/89)

## MILITARY FAMILY HOUSING NEW CONSTRUCTION/ALTERATION REQUEST

HOUSING SITE \_\_\_\_\_ DATE \_\_\_\_\_  
 NAME \_\_\_\_\_ RATE \_\_\_\_\_  
 SSN # \_\_\_\_\_ PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_  
 TYPE \_\_\_\_\_ LOCATION \_\_\_\_\_  
 REASON FOR REQUEST: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TO: DIRECTOR, MILITARY FAMILY HOUSING

VIA: HOUSING SITE MANAGER

ENCLOSED: TRIPLICATE COPIES OF DETAILED PLANS/PROPOSED WORK

1. I REQUEST PERMISSION TO ACCOMPLISH THE ATTACHED CONSTRUCTION/ALTERATION TO MY ASSIGNED QUARTERS.
2. UPON COMPLETION, I AGREE TO AN INSPECTION BY THE HOUSING MANAGER.
3. UPON VACATING QUARTERS OR AT THE REQUEST OF MY HOUSING MANAGER I WILL RESTORE MY QUARTERS TO THEIR ORIGINAL CONDITION.
4. IF I FAIL TO COMPLY WITH THE ABOVE, MILITARY FAMILY HOUSING (MFH) HAS MY PERMISSION TO RESTORE MY QUARTERS AND CHARGE ME FOR THE COSTS INVOLVED. FURTHERMORE, IN THE EVENT I FAIL TO PAY FOR RESTORATION COSTS, MFH HAS MY PERMISSION TO PLACE A PAY CHECKAGE AGAINST MY PAY FOR THE RESTORATION COST.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

SITE MANAGER \_\_\_\_\_  
 (SIGNATURE)

AUTHORIZATION REQUEST:      ( )      ( )  
    APPROVED      DISAPPROVED

DIRECTOR, MILITARY FAMILY HOUSING \_\_\_\_\_  
 (SIGNATURE)

CONSTRUCTION/ALTERATION:      ( )      ( )      INSPECTION DATE: \_\_\_\_\_  
    APPROVED      DISAPPROVED

SITE MANAGER \_\_\_\_\_  
 (SIGNATURE)

CNBSD-11101/21 (3/89)

## MILITARY FAMILY HOUSING FENCE REQUEST/AUTHORIZATION

DATE OF REQUEST: \_\_\_\_\_

UNIT NO.: \_\_\_\_\_

FROM: \_\_\_\_\_  
(OCCUPANT/SPONSOR'S NAME)

(HOME PHONE NUMBER)

(DUTY STATION/PHONE NUMBER)

(SPOUSE'S WORK PHONE)

(QUARTER'S ADDRESS)

TO: SITE MANAGER: \_\_\_\_\_  
(HOUSING SITE NAME)

SUBJ: PERMIT TO ERECT FENCE; REQUEST FOR

ENCL: (1) Sketch Showing Housing Location, Fence Location, Posts and Gate Location, and Fence Dimensions.

(1a) Also enclose all existing fences on all four sides of unit.

1. It is requested that permission be granted to erect a fence in the rear yard area of my quarters. I agree to erect a chain link fence in accordance with current policy and specifications. I agree to maintain the fence during my occupancy. I understand that, upon termination of occupancy, if I have not removed or sold the fence, it becomes property of the government. If I sell the fence to the next occupant of these quarters, I agree to provide the housing office with a copy of any receipt/bill of sale. I understand, unless such is deemed government responsibility, the government will not make any repairs to the fence.

2. I will keep the grass trimmed on both sides of the fence. Where the fence borders a neighbor's property or property maintained by the government, I will mow around the fence to a distance of two feet. If I live in a housing site which has yard sprinkler systems, and any damages occur to same, I will repair at my expense.

3. I understand and agree to the following fence specifications:

- a) Fence height will be 4 feet; a top rail is required,
- b) A single gate, 42 inches wide, is required,
- c) Posts will be 10 feet apart.

\_\_\_\_\_  
(OCCUPANT'S SIGNATURE)

AUTHORIZATION REQUEST:

( )  
APPROVED( )  
DISAPPROVED

COMMENTS: \_\_\_\_\_

HOUSING MANAGER \_\_\_\_\_

(SIGNATURE) FIG. 3-B

DATE: \_\_\_\_\_

ABSENCE FROM QUARTERS NOTICE		DATE
NAME OF TENANT	RANK/RATE	UNIT NO.
ADDRESS	TELEPHONE NUMBER	
ABSENCE APPLIES TO (Check appropriate box)		DATE OF ABSENCE
<input type="checkbox"/> TENANT AND FAMILY <input type="checkbox"/> FAMILY OF TENANT ONLY		FROM:
ADDRESS WHILE ABSENT (State "Care Of" information and full mailing address)		THROUGH:
NAME AND ADDRESS OF CARETAKER		TELEPHONE NUMBER

---

---

**CERTIFICATION**

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---

DURING THIS ABSENCE OUR HOUSING SITE LAWN AND DWELLING WILL BE ADEQUATELY CARED FOR TO MAINTAIN NAVY STANDARDS BY THE ABOVED NAMED CARETAKER. I UNDERSTAND THAT AN ABSENCE IN EXCESS OF SIXTY (60) DAYS IS NOT PERMISSIBLE UNLESS SPECIFICALLY AUTHORIZED BY THE HOUSING AUTHORITY. IT IS UNDERSTOOD THAT IT IS AGAINST REGULATIONS TO RENT, SUBLEASE OR PERMIT ANYONE TO OCCUPY THE PREMISES DURING THE ABSENCE OF TENANT AND THAT THE HOUSING OFFICE WILL BE NOTIFIED IMMEDIATELY FOLLOWING OUR RETURN.

SIGNATURE (Tenant or Tenant's Spouse)	DATE
REMARKS	



CNBSD-11101/23 (3/89)

## MILITARY FAMILY HOUSING FOSTER CHILD REQUEST

HOUSING SITE \_\_\_\_\_ DATE \_\_\_\_\_  
 NAME \_\_\_\_\_ RATE \_\_\_\_\_  
 SSN # \_\_\_\_\_ PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_ HOME/WORK

NAME(S) FOSTER CHILD/CHILDREN	AGE	SEX
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REASON FOR REQUEST: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TO: SITE OFFICE HOUSING MANAGER

ENCLOSED: COPY OF LEGAL CUSTODY DOCUMENT

1. I REQUEST PERMISSION TO HOUSE THE ABOVE NAMED FOSTER CHILD/CHILDREN IN MY ASSIGNED QUARTERS.
2. I UNDERSTAND THAT A FOSTER CHILD DOES NOT QUALIFY AS A DEPENDENT AND THEREFORE MY QUARTERS SIZE/NO OF BEDROOMS ENTITLEMENT WILL NOT INCREASE.
3. I AGREE TO A HOUSEKEEPING INSPECTION PRIOR TO THE APPROVAL OF THIS REQUEST.
4. I UNDERSTAND NO MONETARY CONSIDERATION MAY BE ACCEPTED AS RECOMPENSE FOR SHELTER GIVEN IN GOVERNMENT QUARTERS AND THAT PORTION OF A WELFARE PAYMENT REPRESENTING REIMBURSEMENT FOR SHELTER MUST BE ELIMINATED.

\_\_\_\_\_  
 (SERVICE MEMBER'S SIGNATURE)

QUARTERS INSPECTION DATE: \_\_\_\_\_

AUTHORIZATION REQUEST: ( ) ( )  
 APPROVED DISAPPROVED

HOUSING MANAGER \_\_\_\_\_  
 (SIGNATURE)

CNBSD-11101/24 (3/89)

## MILITARY FAMILY HOUSING WEAPON FILE SHEET

HOUSING SITE _____	DATE _____
NAME _____	RATE _____
SSN # _____	PHONE # _____
ADDRESS _____	UNIT # _____
TYPE OF WEAPON(S) _____	PERMIT # _____
_____	_____

1. I UNDERSTAND THAT IF I OR MY DEPENDENTS ARE FOUND GUILTY OF DISCHARGING ANY FIREARM WITHIN A GOVERNMENT HOUSING AREA I WILL BE SUBJECT TO IMMEDIATE TERMINATION OF QUARTERS.
2. I UNDERSTAND THAT RELOADING OF AMMUNITION CARTRIDGES IS NOT PERMITTED IN GOVERNMENT QUARTERS.
3. I WILL ENSURE THAT MY WEAPON IS UNLOADED AT ALL TIMES.
4. I WILL NOT STORE MY WEAPON AND AMMUNITION IN THE SAME ROOM.
5. I WILL ENSURE THAT MY WEAPON AND AMMUNITION ARE STORED OUT OF THE REACH OF CHILDREN AT ALL TIMES.

I UNDERSTAND AND HEREBY AGREE TO ABIDE BY THE PROVISIONS AS OUTLINED ABOVE.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

SITE MANAGER \_\_\_\_\_  
(SIGNATURE)



PRIVACY ACT STATEMENT - AUTHORITY - 5 USC 301 departmental regulations.

PURPOSES AND USES - To provide for registration of pets to ensure appropriate inoculations and assist in the identification of rightful owners.

EFFECTS OF NONDISCLOSURE - Disclosure of this information is voluntary, however, nondisclosure of the information may result in an individual being fined, losing their pet, and/or being evicted.

PLEASE PRINT ALL INFORMATION

NAME		SOCIAL SECURITY NUMBER		RANK RATE	
ADDRESS, STREET-CITY-ZIP		HOME PHONE		DUTY STATION	
				DUTY PHONE	

DESCRIPTION OF PET

NAME		BREED		COLOR		WEIGHT		HEIGHT AT LOIN		ACF	
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		STERILIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE OF LAST VACCINATION				LICENSE TAG NUMBER			

Permission is requested to maintain the above described pet in our quarters. We hereby acknowledge receipt of the San Diego County ordinances for pets. If our pet violates any of these regulations, we will, on a 30 day notice dispose of our pet or vacate our quarters. We agree that a special inspection may be made of our unit at any time to determine if any damage to government property has been caused by our pet. Should damage occur, we understand that in accordance with NAVDOCKS P-352, the government will be reimbursed (i.e. checkage against pay, lump sum payment, etc.).

SERVICE MEMBER'S SIGNATURE		DATE	
SPOUSE'S SIGNATURE		DATE	

TO BE COMPLETED BY HOUSING MANAGER

THIS REQUEST IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		DATE	
SIGNATURE OF MANAGER		TYPED NAME	

FIG. 3-G

CNBSD-11101/25 (3/89)

## AUTHORIZATION REQUEST FOR WATERBED(S) IN MILITARY FAMILY HOUSING

HOUSING SITE \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ RATE \_\_\_\_\_

SSN # \_\_\_\_\_ PHONE # \_\_\_\_\_  
HOME/WORK

ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

TYPE UNIT ( ) ( ) SIZE \_\_\_\_\_ NUMBER \_\_\_\_\_  
U L

I request permission to have a waterbed(s) in my assigned quarters. A copy of my waterbed insurance coverage is attached.

The name of my waterbed insurance company is \_\_\_\_\_.  
Telephone # \_\_\_\_\_.

My policy number is \_\_\_\_\_.

The total amount of my waterbed insurance is for \$ \_\_\_\_\_.

My waterbed insurance coverage is current and the effective dates are from \_\_\_\_\_ to \_\_\_\_\_.

I will submit proof of renewal or a new policy prior to the expiration date of my current insurance policy or I will immediately remove the waterbed(s) from my quarters.

If at anytime while living in Military Family Housing (MFH) I fail to have waterbed insurance coverage, I will immediately inform my site office and remove my waterbed(s) from my quarters.

I will hold myself accountable for any damage brought on/caused by my waterbed(s) and MFH has my permission to place a pay checkage against my pay for any damage in the event:

1. My insurance coverage does not sufficiently cover all damages.
2. I do not have current insurance coverage.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

AUTHORIZATION REQUEST: ( ) ( )  
APPROVED DISAPPROVED

SITE MANAGER \_\_\_\_\_  
(SIGNATURE)

## MILITARY FAMILY HOUSING CB/AMATEUR RADIO REQUEST

HOUSING SITE \_\_\_\_\_ DATE \_\_\_\_\_  
NAME \_\_\_\_\_ RATE \_\_\_\_\_  
SSN # \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_  
TYPE OF SYSTEM \_\_\_\_\_ LICENSE # \_\_\_\_\_  
STATE \_\_\_\_\_ CALL SIGN \_\_\_\_\_  
PURPOSE \_\_\_\_\_

ENCLOSED: COPY F.C.C. LICENSE  
CHANNEL FREQUENCY  
SKETCH OF ANTENNA INSTALLATION AND LOCATION  
(IF UNIT IS LOCATED ON A MILITARY INSTALLATION) COPY OF WRITTEN  
APPROVAL FROM BASE COMMANDER

I REQUEST PERMISSION TO INSTALL AND OPERATE A CB/AMATEUR RADIO APPARATUS IN MY ASSIGNED QUARTERS. I UNDERSTAND AND HEREBY AGREE TO ABIDE BY THE PROVISIONS AS OUTLINED BELOW. I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

1. ONLY ONE ANTENNA WILL BE ALLOWED PER UNIT.
2. ANTENNA WILL BE FREE STANDING CONNECTED TO THE FACIA BOARD OF THE UNIT BY A TEMPORARY CLAMP OR MOUNTING BRACKET. GUIDE WIRES WILL NOT BE USED. BASE OF THE ANTENNA WILL NOT BE INSTALLED ON THE ROOF OF THE UNIT. ANTENNA WILL NOT BE INSTALLED IN THE MIDDLE OF THE YARD.
3. ANTENNA WILL BE INSTALLED AT THE REAR OF THE UNIT ONLY.
4. ENSURE CORRECT FILTERS ARE INSTALLED SO THAT THE STATION OPERATION WILL NOT INTERFERE WITH LOCAL T.V. OR TELEPHONE RECEPTION.
5. IF STATION OPERATION INTERFERES WITH LOCAL T.V. OR TELEPHONE RECEPTION OCCUPANT WILL BE REQUIRED TO REMOVE STATION FROM THE SITE.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

AUTHORIZATION REQUEST: ( ) ( )  
APPROVED DISAPPROVED

SITE MANAGER \_\_\_\_\_  
(SIGNATURE)

CHAPTER 4  
EMERGENCY/SERVICE CALLS

401. POLICY. While there is a continuing requirement to reduce the costs of maintaining government housing, it is equally essential that the government's capital investment in the quarters not be diminished by deferred or inadequate maintenance. You share with the government the responsibility for the upkeep and maintenance of the assigned quarters. It is the policy of COMNAVBASE, to accomplish necessary major repairs and maintenance of all quarters. You will be responsible for the performance of routine maintenance, housekeeping and (where appropriate) grounds care in accordance with references (c) and (d). This is the same as would be expected of a resident in private housing. Normally, government representatives will not enter your house without permission or 24 hour notice. However, when it appears there is potential danger to persons, property, or a quarters appear to be abandoned, neglected, or when contract repairs or scheduled maintenance work could be delayed, it may be necessary to gain access to quarters without prior notice.

402. EMERGENCY MAINTENANCE. Emergency maintenance is work of a life/property threatening nature (i.e.: gas leaks, broken water lines, leaking water heaters, etc.) and work which cannot reasonably wait until the next working day to effect repairs. All service work is contracted out and the contractor's response time for emergencies (except for appliances), once notified, is one hour. Work will continue until the emergency has been arrested. Examples of emergency service calls are:

- a. Electrical shorts arcing in outlets (fixtures or wiring),
- b. All gas leaks (stove, furnace, water heater),
- c. Any type of flooding,
- d. Lighting of gas pilot lights (furnace or water heater),
- e. All unit drains clogged,
- f. Broken window on first floor (security),
- g. Only toilet clogged,
- h. Smoke/flames outside of furnace/heat chamber of water heater.

403. URGENT WORK REQUIREMENTS. All work not of an emergency nature, but requiring the contractor's immediate attention is considered urgent. The contractor's urgent work response time is two hours once notified. Work must be completed within five working days. However, this must be work without interruptions until work is completed.

Examples of urgent calls are:

- a. Inoperative smoke detectors
- b. Commodes backing up onto floor
- c. Roof leaks
- d. Inoperative electrical switches
- e. Water leaks
- f. Stopped-up drains
- g. No heat
- h. Sewer backing up into unit
- i. Broken windows (other than 1st floor)
- j. Ungrounded electrical units (reverse polarity)
- k. Power failures
- l. Circuit breaker will not reset
- m. Graffiti

404. **ROUTINE MAINTENANCE.** Routine maintenance is work that is normally completed within 5 working days (i.e.: screen repair, tile replacement, sliding glass door adjustment, etc.). You can assist in expediting work by making a complete list of all discrepancies in your unit prior to placing a maintenance call. Maintenance workers have explicit instructions to do only the work listed on the work order form. Please do not request other work of the repairmen. Instead, call and place another work order or make your first call for each discrepancy.

405. **SERVICE CALLS.** The maintenance for most housing sites is provided by private contract firms. You will be held liable for service call charges when the damage was caused by your negligence. Contract personnel are not required to enter a unit where no adult is present or a dog is alone in the unit. Contractors do not have access to units or master keys. Only in emergency cases where there is a possibility of serious injury/property loss or where prior approval has been granted by you, will contract personnel be allowed into the unit.

406. **RESIDENT LIABILITY.** You are the custodian of government property and shall be held responsible and liable for losses or damages due to negligence, unauthorized alterations and/or damaged or missing government property. You will be given the opportunity to:

- a. Reimburse the government for damages determined to be your responsibility, or

**b Repair or replace the damaged item.**

Payment for such items will be made directly to your housing site office in the form of a cashiers' check or money order payable to, Navy Public Works Center, San Diego. Payment will be made within 10 days of the date of notice or a DD 139 will be forwarded to your Command Disbursing Officer, to effect a voluntary checkage against your pay. Replacement must be at least equivalent to that property lost or damaged. If you elect to have the repairs accomplished by a commercial contractor or other private person/firm, a copy of a written agreement with a detailed job plan, must be submitted in advance to your housing office. This agreement must conform with government standards and all work will be subject to inspection and acceptance by housing representatives before you are relieved of liability.

**407. SELF-HELP.** All MFH in the San Diego area have a Self-Help Program. An important part of the Self-Help Program is you, the resident. You are urged to fully participate in the Self-Help Program by donating your time and skills to projects that will enhance the livability of your home and surrounding community.

a. Due to variations in the types of housing and the needs and desires of the residents, the items available for the Self-Help Program may vary. For specific information regarding available items, contact your housing office or your community council officers.

b. In some housing areas Self-Help consumable items are ordered through your housing office. Orders for consumables will be picked-up in person by an adult. If the order for consumables is not picked-up within 3 working days, it will be cancelled. In some housing areas the Self-Help program is on site. Please call your housing office for the schedule.

**408. APPLIANCE REPAIRS.** All appliance repairs are completed by contract and is the responsibility of the Maintenance Service Contractor. Repairs are generally completed within 48 hours unless parts are required and need to be ordered. Should your appliance require parts that are not readily available and the appliance is non-functional it will be replaced with a temporary or a new appliance at the convenience of the government.

a. In accordance with reference (b), you are responsible for the proper care and cleanliness of the household appliances furnished to you by the government. This responsibility also includes reporting all necessary repairs and assisting the housing staff in ensuring that the repairs you request are completed. As the government must pay for every call the repair contractor makes, it is mandatory that an adult be at home to allow entry by the contractor in order to make the requested repair. The contractor will provide you a work order form to sign upon completion of the work and you are requested to sign all completed work orders. You are responsible for reporting any unsatisfactory work to the Maintenance Service Center (MSC) within three days. When placing your next appliance repair request, please advise the MSC if the same problem reoccurs within 90 days (warranty period) of the previous repair.

b. All repairs are costly. Therefore, before placing a repair request, it is your responsibility to take time to see if you can possibly fix or identify the problem yourself. Many times the simple act of plugging in the appliance or properly cleaning the appliance will solve the problem. Remember that not all appliances run, sound, or work the same. The difference in age and how you properly clean, maintain, and operate your appliance has a lot to do with its operation and service to you.

c. Before calling the MSC to place an appliance repair request, follow the trouble shooting instruction outlined Appliance Trouble Shooting List (Figure 4-A applies). If after following the problem solving solutions given, you still cannot solve the problem yourself, place a repair call. At that time, in order to save time and money, we will help you double check the procedures to find the solution prior to placing a call to the contractor for service.

## APPLIANCE TROUBLE SHOOTING LIST

DEPENDING ON THE APPLIANCE, PRIOR TO ATTEMPTING TO FIX THE PROBLEM ALWAYS CHECK THE FOLLOWING FIRST:

1. IS THERE POWER TO YOUR QUARTERS?
2. IS THE GAS/ WATER SUPPLY HOOKED UP AND TURNED ON?
3. IS THE APPLIANCE PLUGGED IN/ CONNECTED TO THE POWER SOURCE?
4. IS THERE POWER TO YOUR ELECTRIC OUTLET?
5. IS THE FUSE BLOWN OR CIRCUIT BREAKER TRIPPED?

<u>PROBLEM</u>	<u>PROBABLE CAUSE</u>	<u>PROBABLE SOLUTION</u>
<u>DISHWASHER</u>		
DOESN'T OPERATE/STOPS	DOOR OPEN CONTROLS ELECTRICAL OVERLOAD WRONG DETERGENT/SUDS	LATCH DOOR PROPERLY SET CONTROLS PROPERLY NORMAL (WILL RESET) CLEAN/RESET
WATER REMAINS IN MACHINE	CYCLE INCOMPLETE DRAIN CLOGGED DRAIN AIR GAP CLOGGED FOOD LEFT ON DISHES	COMPLETE CYCLE CLEAN DRAIN HOSES CLEAN AIR GAP PROPERLY CLEAN DISHES
DETERGENT REMAINS	BOTTOM RACK IN BACKWARDS OLD/LUMPY DETERGENT	REPOSITION RACK CHANGE DETERGENT
OVER SUDSING	WRONG DETERGENT	USE DISHWASHER DETERGENT
<u>MICROWAVE</u>		
DOESN'T OPERATE	DOOR OPEN CONTROLS BLOCKED AIR VENTS	CLOSE DOOR PROPERLY SET CONTROLS PROPERLY CLEAN AIR VENTS
OVEN BULB	BURNED OUT/LOOSE	CHANGE/TIGHTEN BULB
<u>RANGE/OVEN</u>		
BURNER DOESN'T BURN	FOOD BLOCKING PARTS PILOT LIGHT OUT	CLEAN BURNERS RE-LIGHT PILOT
UNEVEN FLAME	FOOD BLOCKING PORTS	CLEAN BURNERS
OVEN DOESN'T HEAT	PILOT LIGHT OUT AUTOMATIC MODE	RE-LIGHT PILOT RETURN CLOCK TO MANUAL

FIG. 4-A-(1)



OVEN TEMPERATURE	CONTROLS OVEN DIRTY NOT PRE-HEATED INCORRECT FOIL USE INCORRECT RACK POSITION THERMOSTAT USED WRONG UTENSIL INEXPEN. PERSONAL THERMOMETER BAKING INSTRUCTIONS	SET CONTROLS CORRECTLY CLEAN PROPERLY PRE-HEAT USE CORRECT FOIL CORRECT RACK POSITION REPOSITION THERMOSTAT CHANGE UTENSIL CHANGE THERMOMETERS FOLLOW BAKING INSTRUCTIONS
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OVEN BULB/CLOCK LIGHT	BURNED OUT/LOOSE	CHANGE/TIGHTEN BULB
-----------------------	------------------	---------------------

OVEN CYCLES ON/OFF	SETTINGS BELOW BROIL	NORMAL/DO NOTHING
--------------------	----------------------	-------------------

#### REFRIGERATOR

DOES NOT OPERATE	CONTROL "OFF" DEFROST CYCLE (30 MINS)	TURN CONTROL "ON" NORMAL/DO NOTHING
------------------	--	--

REF. CYCLES ON/OFF	TEMP CONTROL AUTO MODE	NORMAL/DO NOTHING
--------------------	------------------------	-------------------

OPERATES LONG TIME	LARGE QUANTITY OF FOOD FREQUENT DOOR OPEN CONTROLS SET TOO COLD GRILLE NEEDS CLEANING	NORMAL/DO NOTHING KEEP DOOR CLOSED REDUCE SETTINGS CLEAN BACK OF REFRIG.
--------------------	--	---

VIBRATION/RATTLING	SOMETHING ON TOP/SIDE DEFROST PAN DISHES NEEDS LEVELING	NORMAL/DO NOTHING REPOSITION PAN REPOSITION DISHES ADJUST/POSITION LEGS
--------------------	--	--

MOISTURE INSIDE	FREQUENT DOOR OPEN FOOD IN DRIP TRAY FOOD STACKED AGAINST BACK REF HUMID WEATHER	KEEP DOOR CLOSED CLEAN TRAY MOVE FOOD NORMAL/DO NOTHING
-----------------	---	--

FOOD TOO WARM	TEMP. CONTROLS DOOR NOT CLOSED BLOCKED AIR VENT	ADJUST TEMP. CONTROLS CLOSE DOOR PROPERLY MOVE FOOD FROM VENT
---------------	---	---

ICE BUILD-UP	NEEDS DEFROSTING DOOR SEAL PACKAGE BLOCKING DOOR	DEFROST PROPERLY CLOSE DOOR MOVE PACKAGE/CLOSE DOOR
--------------	--	---

BAD SMELL/ODOR	FROM UNWRAPPED FOOD  MILDEW INTERIOR DIRTY DEFROST PAN	WRAP FOOD/INSERT BOX OF BAKING SODA PROPERLY CLEAN PROPERLY CLEAN EMPTY/CLEAN DEFROST PAN
----------------	--	---

WATER UNDERNEATH	DEFROST PAN FULL PAN NOT IN POSITION	EMPTY PAN REPOSITION PAN
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FIG. 4-A-(2)

LEAKING INSIDE REF

FOOD INSIDE  
DRAIN HOLE

REMOVE VISUAL FOOD  
PARTICLES, FLUSH OUT  
WITH WARM WATER AND  
BAKING SODA

Keep in mind that you will be charged for the following:

- a. Improper use/abuse.
- b. All unnecessary repair calls.
- c. Work accomplished by resident prior to contractor's arrival.
- d. Repairman unable to work on your appliance because the appliance has not been properly cleaned.
- e. Appliance cleaned by the technician.

All charges billed to you are due and payable within thirty days of receipt.

## CHAPTER 5

### RESIDENT HOUSEKEEPING/MAINTENANCE

501. GENERAL HOME CARE AND MAINTENANCE. The following sections contain some cleaning procedures and suggestions that could save you money and effort. Most of them are common sense instructions and, if followed, will extend the life of the appliances and enhance the appearance of cabinets, counter tops and general appearance of your quarters.

a. **PAINTING.** Painting will be for the protection of the finish only, not for beautification. Painting is done by Public Works Center (PWC) personnel or a Maintenance Service Contractor. Interiors should normally be painted on a "three year cycle" or on an "as needed" basis during a change of occupancy. Request for painting of occupied quarters when necessary, should be made to your local housing site office.

b. **FLOORS.** Clean floors with appropriate cleaners, especially in heavy traffic areas. Murphy's Wood Oil Soap is good for cleaning wood floors and stained cabinets. Do not use water on wood floors, except for damp mopping. Do not wax wood floors. Vinyl/tile floors should be cleaned by damp mopping. When waxing vinyl/tile floors use a self-polishing wax. Do not use acrylic wax; it is extremely hard to remove and can damage the floor. Do not allow wax to build up as you are required to strip floors at the time you vacate. If you install area carpet, use proper padding underneath and do not use glue, tape, nails or tacks. You will be held responsible for damage to the floor where carpeting has been installed by you or your agent.

c. **DOORS/WINDOWS/CLOSETS.** Contact paper or adhesive items will not be affixed to any part of government quarters. Doors, windows and closets should be checked periodically. Loose screws should be tightened, hinges lubricated and minor repairs made to screen doors.

d. **WINDOW TREATMENTS.** To preclude damage to walls, all window treatments will be mounted using wood screws fastened to the wall studs. Where there are no studs, molly bolts will be used and will not be removed when vacating quarters. Shades and blinds should be cleaned periodically with soap and water; drapes should be dry cleaned. If damaged, place a maintenance call for repair/replacement. All drapes, shades and blinds must be properly installed, clean, undamaged and in good working condition upon termination of quarters; or, you will be charged for installation repair, cleaning, or replacement.

e. **WALL HANGING OBJECTS.** All objects should be limited to 5 per wall. If heavy or large, they should be hung using appropriate type/size hangers. Glue type hangers are not allowed as they create damage to the wall when removed.

f. **KITCHEN CABINETS AND COUNTER TOPS.** Clean cabinets with mild liquid cleaner only. Do not set anything hot on formica tops. Do not use counter top as a cutting board. Check cabinet handles and latches and tighten loose screws. Use loose-lay paper on shelves and in drawers; contact paper is not permitted.

g. GARBAGE DISPOSALS. Check disposal for foreign objects such as silverware, bottle caps, etc. before running. DO NOT UNDER ANY CIRCUMSTANCES PUT THE FOLLOWING ITEMS INTO DISPOSALS: corn husks or cobs, rice, bones, celery stalks, bananas or other fruit peelings, grapefruit or watermelon rinds, coffee grounds or any other hard item not easily chopped by the blades.

(1) OPERATION

- (a) Turn on cold water.
- (b) Turn on disposal.
- (c) Feed material slowly into the disposal.
- (d) Turn off disposal.
- (e) Wait 30 seconds.
- (f) Turn off water.

(2) If the disposal should clog and stop revolving, turn it off immediately. Most disposers have a reset button on the unit. Reset, run water and turn on the disposer. If the unit blades still do not revolve, turn off the switch and unplug the unit from the wall. Attempt to loosen cutting blades from the top. The handle of a plunger, or a broom handle may be utilized to gently prod the cutter blades counter clock wise. Never put fingers in the disposal to clean it out; DO NOT USE LYE or other drain cleaning chemicals in the unit. Plug the disposal back in and follow the operating instructions. If the disposal still fails to operate, call the MSC for repairs.

h. DISHWASHERS. PLEASE READ THE INSTRUCTIONS FURNISHED WITH YOUR DISHWASHER. To get the most effective performance from your dishwasher and conserve energy, load the machine to its rated capacity. Use only automatic dishwasher detergents. Do not use handwashing, laundry detergents, or laundry enzyme products as they cause excessive suds, which slows down the washer arm action. You may find it necessary to vary the amount and brand of detergent to suit local water conditions. In the event your dishwasher fails to operate, check to see that the door is closed and latched, the water supply turned on, and the circuit breaker is turned on. If service is necessary, call the MSC.

i. REFRIGERATOR. Remove dirt and dust from the ventilator coils and underneath the refrigerator quarterly. Clean interior and exterior as needed with a mild detergent and warm water. Never use sharp instruments to defrost freezer or loosen ice trays. Punctures cannot be repaired. If the interior is punctured, the resident will be liable for the cost of replacing the refrigerator (or any part thereof). If service is required contact the MSC.

j. RANGES/OVENS/RANGE HOODS. Use the range for cooking and baking only, not for heating the quarters. Clean periodically with commercial stove cleaner, unless your oven is self-cleaning or continuous cleaning. Clean the grease that collects between the stove and cabinets, behind and under the

range and in the range hood and fan. Inspect the ventilator fan to ensure proper operation and to prevent fire hazards. If service is required, contact the MSC.

k. BATHROOMS. Bathroom walls, tiles, tubs, commodes, etc. should only be cleaned with mild detergents or bathroom cleaner. Do not use acid, caustic or abrasive cleaners. DO NOT empty ashtrays, place sanitary napkins, paper towels, disposable diapers, coffee grounds, newspapers, etc., into commodes.

If any foreign items clog the sewer system, you will be charged for damage to the system. If normal clogging should occur, use a plunger. If this does not remove the obstruction, call the MSC. Periodically check for leaks, loose screws on fixtures, commodes and shower heads and replace when necessary. If the shut-off valve for the commode does not work or leaks, call the MSC and it will be replaced. All plumbing problems beyond very minor ones must be referred to the MSC.

l. WATER HEATERS. Residents should ensure that the pilot light is on at all times. If you are unable to light the pilot or if it continues to extinguish itself, contact the MSC.

(1) Do not use water heater closet for storage. This is a dangerous violation of city ordinance and you will be cited by your housing site office or Federal Fire Department. Ensure that the maximum water temperature does not exceed 140 degrees fahrenheit.

(2) Clean the heater and surrounding area to remove cobwebs, lint and dust.

m. HEATING SYSTEMS. The rated capacity of the heating system has been checked to ensure that living areas can be heated to a comfortable 69 to 72 degrees. Keep the door to the heater space closed at all times and DO NOT use this space for storage. Do not block any openings or vents in the door. Heating vents in the floor must not be covered with rugs, carpets or furniture. Children should not be permitted to play on or near these heating vents because of burn danger. If repair is required, contact the MSC.

(1) You are cautioned that thermostats are very delicate and must be handled and adjusted with care. The controls should not be changed frequently. Rapid turning of the dial may result in a short circuit which will trip the circuit breaker, causing the heating unit to shut off. When the house is being aired, set the thermostat back until all windows and doors have been closed.

(2) During cold weather moisture (condensation) may appear on the inside of the windows and walls if the house is too tightly closed. This moisture will run down the walls and stain floors and draperies. To prevent moisture build-up and mildew, slightly open windows on opposite sides of the room so that the air can circulate. Keep the door closed so that the other parts of the house will remain warm. The exhaust fan in the bathroom should be used for a short time after bathing to remove moisture from the bathroom.

n. ELECTRICAL SYSTEMS. Light fixtures in all units are installed to provide adequate lighting. The use of light bulbs which exceed the wattage

specified by the manufacturer as indicated on the fixture is unsafe and prohibited. Your local housing site office will ensure that all bulbs are operational at the time of quarters acceptance. It then becomes your responsibility to furnish and install your own light bulbs, and heat lamps, including appliance bulbs. The bulbs in common hallways (i.e.: Cabrillo and Bayview) and exterior security lighting, should be reported to the MSC for repair/replacement. Repairs of defective lighting fixtures or wiring will be performed by the MSC. At the time of vacate, it is your responsibility to ensure that all bulbs are operational.

(1) Each housing unit is provided with 110 volt, single phase circuits for the operation of all your appliances. All circuits are equipped with circuit breakers or screw-in type fuses. In the event of a short, the circuit breakers will trip. Wait ten minutes or until the circuit breaker cools off before resetting. If it trips off again, check your unit for excessive loads (more than two items per receptacle) and unplug several items. Residents with fuse boxes should check the fuse sizes and keep an adequate supply on hand. If fuses blow or circuit breakers trip off often, call the MSC.

502. PEST CONTROL. The responsibility for pest control in government quarters rests with you and the Navy. For example, the control of light to moderate infestation of cockroaches, ants, ticks, fleas, mice and other pests is not an unreasonable burden for you. Sanitation is the most effective means for controlling many household pests, and it is your responsibility to properly clean and maintain your assigned quarters. However, if infestation is evident and pest control is needed, contact your housing office.

COCKROACH CONTROL. Poor housekeeping is the greatest single factor in cockroach infestation. Roaches thrive on leftover food on kitchen counters, in cabinets, in unwashed dishes, and a general state of uncleanness. Keep your quarters neat, tidy, and above all, clean of food residue. Place leftover food in the refrigerator. Do not keep garbage in quarters, dispose of it daily. Wipe food and drink spills immediately. Do not keep empty soft drink containers in the quarters. Periodically clean cupboard shelves and cover or discard open containers/packages of food. Clean all cabinet drawers every three months with a solution of warm water. Dishwashers should be cleared of clean dishes, pots, pans, and silverware after washing. Do not leave dirty dishes in dishwasher overnight. Dirty pots/pans, and dishes should be rinsed of food particles before placing into the dishwasher. At the first sign of cockroach activity, you should purchase a roach control product of your choice. There are many products available on the market that are effective such as Roach Motel, Roach Proof, and ordinary Borax. Should the above measures fail and the problem escalate, contact your housing office for assistance.

503. CARE OF GROUNDS AND YARDS. It is your responsibility to maintain the grounds at your assigned unit, except in those areas designated as "common grounds" (i.e.: Bayview Hills, Cabrillo Heights, Home Terrace, Pomerado Terrace, Gateway Village, Woodlake, Hilleary Park, Terrace View Villas, Lofgren Terrace, and other condominium types sites). The area of your responsibility is generally defined as extending to the edge of adjacent streets, parking lots or halfway between buildings or adjacent quarters. For those units which border common grounds, the area shall extend 50 feet from the unit, or to the border of common grounds. Any questions regarding boundaries should be referred to your housing office for determination. You are required to adhere to the following grounds maintenance standards:

a. **MOWING.** Lawns will be kept neat and orderly by mowing as often as necessary (usually once weekly) to maintain the height of grass within the range of 1 inch minimum to 3 inch maximum. Clippings must be raked or swept from the lawn area and concrete walks. Do not sweep or wash clippings into the street or gutter.

b. **EDGING.** A neat, clean edging along walks and planter/flower beds will be maintained. Edging should be performed normally at least once every two weeks but should be determined by the rate of encroachment or growth of grass. Scalloping effects and unsightly gullies between lawn and walks should be avoided. Edging cuts should run parallel to the edge of the walk.

c. **CULTIVATING OF FLOWER BEDS.** The width of flower/shrub/planter beds generally should not exceed four feet and should be confined to the spaces adjacent to quarters and/or fences as approved by your housing site office. Appropriate ground cover plants may be planted in beds beneath shrubs to avoid unnecessary tillage.

d. **PRUNING/TRIMMING.** Shrubs and hedges around the quarters will be pruned and trimmed to the extent and frequency required to maintain a neat, attractive appearance, and prevent encroachment upon structures, utility boxes, etc. Hedges located at intersections or adjacent to streets shall not exceed 3 feet in height. All other hedges shall not exceed 5 feet in height. Residents having private yards or other responsibilities for yard care will care for all plantings except trees. Trimming of trees over 15 feet throughout all housing areas will be performed by the Navy or contractor personnel and is not considered your responsibility.

e. **WATERING.** Grounds will be watered as often as necessary, preferably early in the morning or late in the evening. Watering in any given area is not to exceed 15 minutes. Continued sprinkling after the ground is saturated will cause erosion and lawn damage and is also a waste of a valuable resource. The government does not maintain lawn sprinkler systems in single family units. You are expected to maintain your system.

f. **RAKING.** Grounds will be raked as often as necessary to keep the area free of leaves, litter, etc. Raked leaves should be placed in plastic bags. Cuttings must be tied in bundles and placed neatly at the curb alongside trash cans.

g. **VINES.** Climbing vines such as ivy, clematis, honeysuckle, bougainvillea, pyrocantha, etc. may not be planted. You will be charged for the removal of such vines.

h. **PLANTING.** If you desire to plant hedges, trees, shrubs or flowers, you must first obtain the written approval from your housing office. The request must include a simple sketch of intended planting. All plantings by you become the property of the government and may not be removed upon vacating unless so directed by management.

i. **COMMON AREAS.** In multi-family units (i.e.: Bayview Hills, Pomerado Terrace, Hilleary Park, Terrace View Villas, Cabrillo Heights, Gateway, Home Terrace, and Woodlake) ground areas are considered "common areas" and are maintained by Navy and/or contractor personnel. You may

not plant any vegetation without the prior written approval of your housing office. You are required to keep ground areas free of debris, toys or other obstacles for safety and to facilitate grounds care and mowing.

j. **GROUNDS' INSPECTIONS.** The housing areas are inspected regularly by housing personnel. Your housing site manager is available to advise you of established standards of grounds care and how to comply with them, (Figure 5-A applies). A violation notice will be issued to you if your ground areas do not meet required standards. The government reserves the right to have the grounds restored by private contractor and bill you in incidents of failure to comply with regulations. Repeated violations will jeopardize your quarters assignment. If you are vacating and leave grounds in an unsatisfactory condition you will be charged for the restoration cost.

k. **COMMON HALLWAYS AND STAIRWAYS.** If you reside in a two story multi-dwelling unit you are responsible to keep the halls free of personal gear and debris. Although the contractor periodically cleans these areas, you are expected to keep the common areas clean and maintained. Any personal gear found adrift will be held for three days then disposed of by the contractor without recourse on liability.

l. **NATURAL WOOD AND PAINTED CABINETS.** All cabinets shall be cleaned periodically of all grease, food stuffs, and sticky materials. For natural wood cabinets Murphy Wood Oil Soap is an excellent cleaner and restores the woods natural lustre. For painted surfaces you should use a mild soap and warm water. Do not use abrasive materials.

**504. HOUSING YARD/BUILDING OF THE MONTH PROGRAM** Community councils are established at all MFH sites. One of the council's functions is to encourage you to maintain standards of property care to assure individual and community pride and increase the quality of life in your living environment. These councils actively participate in the selection process and award presentations for the "Yard Of The Month" and "Building Of The Month" recipients, (Figures 5-A and 5-B apply). The following procedures apply:

a. Community Council

(1) Will establish fair and impartial guidelines for the inspection and selection for the Yard Of The Month and Building Of The Month Programs to include number of awards, frequency of inspection, annual award for repetitive winners, maximum number of times homes can be selected, and any other criteria necessary to accomplish a fair and equitable program.

(2) Will participate in the award presentation and coordinate award ceremony.

b. MILITARY FAMILY HOUSING STAFF

(1) Will provide community councils with technical support and guidance on establishing programs in their areas.



(2) Will assist community councils in coordinating award ceremony and provide resources for presentation. Such resources include, but are not limited to, the award of plaques, signs, tools and material for installation thereof, and self-help lawn materials. Provide assistance in the coordination of the overall effort for award presentation including notifying recipient's commanding officer.

(3) Will encourage council and occupant participation as well as approval of the council's program prior to program implementation.

c The guidelines contained in Figures 5-A and 5-B are provided as a departure point for community councils.

### YARD OF THE MONTH GUIDELINES

The Yard of the Month Program for this housing site will be represented by a committee consisting of members of the council who will jointly present candidates for recommendation for award. Final selection will be made by the council officers. No less than two visits will be made to the quarters to determine acceptable candidates. Criteria to use in selecting a candidate are as follows:

- (1) Lawn should be neatly mowed at a height not to exceed 2" - 2-1/2".
- (2) Lawn area should be free from weeds, foreign grass, debris and other foreign matter.
- (3) Grass should be consistently green throughout the lawn area.
- (4) Flower beds shall be cultivated and free of grass and weeds.
- (5) Lawns shall be neatly edged along all borders, fences, walks and driveways.
- (6) Special recognition and consideration should be given to an occupant who has incorporated decorative fixtures into their lawn scheme.
- (7) Shrubs and flowers will be neatly pruned. Dead leaves and/or branches and dead or unhealthy vegetation will be removed.
- (8) Occupant should have not received a yard violation notice within the previous three months. All candidates must be verified through MFH.
- (9) Community Council will limit the number of candidates nominated each month.
- (10) Multiple visits will be made to each set of quarters nominated for award. The council will determine how frequently the quarters will be visited and the time elapsed between visits.
- (11) Once the council has selected the winner, an award presentation will be made. The council will prepare and forward a letter of appreciation to the member via his/her command. No member will be selected more than once during a twelve month period. However, each recipient of the monthly Yard of the Month award will be eligible for an annual award.

The council shall monitor the grounds of every monthly award recipient throughout the year to ensure their yard has not fallen below established criteria to be eligible for the annual award.

### BUILDING OF THE MONTH GUIDELINES

Because multi-family dwellings have their grounds and buildings designated as common areas and are maintained by the government, the criteria for awarding Building Of The Month will be based on building and grounds cleanliness and building maintenance. The "Building Of The Month" committee will be comprised of appropriate members/committee from the Council at Large who will identify, select and present candidates for recommendation to the Council for award. Final selection will be made by council officers. No less than two visits, separated by five (5) working days, will be made to determine acceptable candidates. The criteria to use in selecting a candidate is as follows:

(1) Lawn area around the building should be free of loose paper, debris and foreign material.

(2) Flower beds should be cultivated, free of weeds, grass and unauthorized plants.

(3) Shrubs and vegetation shall be neatly trimmed and all dead or dry branches and leaves shall be removed.

(4) All building repairs should have been called in to the Maintenance Service Contractor and repairs completed. Repairs include:

- (a) Damaged or missing window screens.
- (b) Damaged, missing, inoperative screen doors.
- (c) Common hall wall requiring repair of paint.
- (d) Graffiti painted over or removed.
- (e) Address sign/numbers properly posted and maintained.
- (f) Hall entry doors in proper mechanical order.
- (g) Common area glass repaired and clean.
- (h) Debris removed from the building roof.
- (i) Cable T.V. antenna properly installed and attached to building.
- (j) Trash enclosures clean and properly maintained.

(5) All common areas (halls, stairways and landings, walkways, etc.) must be clean and free of dirt, loose personal belongings, debris, paper, clothing, toys, etc.

## CHAPTER 6

### UTILITIES AND ENERGY CONSERVATION

601. **GENERAL POLICY.** It is the responsibility of you and your guests to conserve utilities to the maximum extent possible. Utilities provided by the government must not be wasted or misused. Conservation of energy is everyone's responsibility. You are expected to take the same precautions in using these resources as you would if you were personally paying for them. Repeated violations concerning waste of utilities will be the basis for termination of quarters assignment. Please ensure that you, your family and guests conserve utilities to the maximum extent possible. The following guidelines are provided to assist you in the conservation of utilities.

602. **ELECTRICITY.** Past surveys show an insufficient reserve of electrical generating capacity which has resulted in a limited supply of electrical power during the summer months. You are requested to reduce consumption during peak demand periods from 11:00 a.m. to 5:00 p.m. and observe the following conservation methods:

- a. Avoid the use of washers and dryers during the peak use period.
- b. Lighting intensities in quarters will not be higher than the design or authorized standard.
- c. Turn off lights and appliances which are not in use. Turn off all porch lights not later than 8:00 a.m. daily.
- d. Do not use multiple (two or four way) plugs as overloading of outlet capacities may result. Maximum recommended wattages/ampereage will not be exceeded in light fixtures or appliances.
- e. San Diego is in a moderate temperature climate zone and by Congressional Act air-conditioners are NOT authorized for use in quarters.
- f. Spas, hot tubs, jacuzzis, and swimming pools are prohibited in government housing.

603. **GAS.** Gas is a precious resource, you are requested to reduce consumption where ever possible. Report all gas leaks immediately.

- a. Heater thermostats will be operated in a range not to exceed 68 degrees during the day and 55 degrees at night. When quarters are being heated, doors and windows must remain closed.
- b. Gas furnaces and ranges should burn with a blue flame. The presence of yellow flame indicates incomplete combustion and consequently waste of fuel. Some furnaces and ranges have a spark ignition system. Do not attempt to light this type of system, it could cause an explosion. Do not use your

range or oven to heat your quarters. If your furnace or range needs repair or adjustment, contact the MSC. If your range needs repair or adjustment contact the central service center.

**604. WATER.** Water is one of our most precious resources - Please don't waste it.

a. A slowly leaking faucet could waste between 50-75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is your responsibility to either repair minor leaks or report them immediately to the MSC.

b. Water will be conserved when bathing, laundering and doing dishes. Water should not be allowed to run continually while rinsing dishes, etc. All housing units have been equipped with water saving devices in the shower heads. Do not remove this device.

c. Overwatering is wasteful. To reduce evaporation, the most effective time for watering is before 8:00 a.m. or after 6:00 p.m. and should not exceed 15 minutes. Care should be exercised to ensure that sprinklers water the lawn and not the sidewalk or street.

d. Use a pail when washing cars. Do not turn on your hose and leave it running.

e. Caution members of the household regarding excessive flushing of toilets and running faucets.

f. Continuously running commodes are generally caused by a poorly seated flapper valve or improperly adjusted tank float. In order to correct this problem, lift the tank lid. If the water is running into the overflow tube, slightly bend the copper rod holding the tank float in a downward position. If the water is running into the commode, check the seat of the flapper valve, replace it if necessary, or call the MSC.

g. Report any leaks not repairable by you or any unusual exterior leaks such as may occur around meters, sprinkler heads, water cut-off boxes and exterior water faucets to the MSC immediately.

**605. TELEPHONE.** Telephone service is your responsibility. No other jacks are authorized to be installed by you or subcontracted by you to another. Services are provided by AT&T to the unit. The wiring in the wall is the government's responsibility to the jack. Should you lose service, you must first ensure that your instrument is not the problem and that service is not disrupted as a result of AT&T function.

**606. ENERGY CONSERVATION TIPS WHILE ON VACATION.**

a. Turn hot water heater setting to pilot or low.

b. During winter months keep heater thermostat off when away from quarters.

- c. Reduce refrigerator setting to a lower setting and remove perishables.
- d. Repair all leaky faucets and commodes.
- e. Turn electric blanket "off".
- f. Disconnect all electrical appliances (i.e.: T.V., V.C.R., clocks, etc.).

## CHAPTER 7

### OCCUPANCY INSPECTIONS AND COMPLAINTS

701. ENTRY INTO OCCUPIED QUARTERS. You will be notified prior to entering your dwelling for maintenance or inspection purposes unless prior notification would defeat the purpose of the inspection. In the event of an emergency (i.e., relating to the preservation/safety of the quarters or the residents therein), entry by management will be made without prior notice. When you will not be available to allow entry for scheduled maintenance or repair work, prior permission to enter must be provided to your housing office by you. Should the maintenance service contractor or PWC personnel respond to a service call where permission to enter has been given and they are denied entry, the costs incurred by the government will be borne by you.

702. INSPECTIONS. Quarters and their surrounding grounds are subject to continuing inspection to ensure compliance with rules and regulations and safety of all residents. The following inspections may be accomplished during your occupancy as per the dwelling unit condition listed on the Occupancy Agreement (Figure 1-C applies):

a. HOUSEKEEPING INSPECTION. This inspection is conducted if there is reason to believe the interior of the unit is not being maintained in a safe and sanitary condition, or it is not being utilized for its intended purposes. This inspection is conducted also when you request a transfer to other government quarters, or an extension in government quarters. The request will be denied if the inspection is not passed. If you are not home after notification of impending inspection and an alternate appointment has not been made by you, MFH staff will enter your unit and conduct the inspection in your absence.

b. FIRE SAFETY INSPECTION. This inspection is normally conducted by the Federal Fire Department with advance notice given to you. You are required to cooperate with the Fire Department and correct each deficiency noted during the inspection.

c. PRE-VACATE INSPECTION. This inspection is made within one working day of receipt of notice of an intent to vacate in order to determine the work necessary to ready the unit for the next resident.

d. FINAL/VACATE INSPECTION. You must be present at this inspection. The requirements are that the unit be returned to the government in satisfactory condition, ready for occupancy. Failure to meet such requirements may result in the delay of reinstatement of your basic allowance for quarters and variable housing allowance. All charges for restoration of quarters will be paid in full (by a certified check or money order or by signing a voluntary Pay Adjustment Authorization DD-139) prior to you clearing housing. If you are unable to be present for this inspection, you must sign a Waiver of Joint Inspection, which provides that you will accept the housing representative's determination of condition of the quarters and accept financial responsibility to reimburse the government for all costs incurred.

### 703. COMPLAINTS

a. When incidents or situations of a serious nature arise (i.e., as outlined in Chapter 3) or if you become aware of a specific housing violation, the following procedures are required:

(1) You (or spouse, if you are deployed for an extended length of time) must complete and submit a written and signed MFH Complaint Form (Figure 7-B) available at your housing site office.

(2) Upon receipt of a written complaint and submission of supporting data (i.e., police report), your housing office will investigate the complaint and take appropriate action, as warranted. Serious or repeated violations or occasions of misconduct will be presented to the Director of Military Family Housing for disposition and could result in termination of assignment. Valid complaints will remain in the file of the responsible party until they vacate housing.

b. Report violations of local law, motor vehicles codes etc., to the appropriate civilian law enforcement agency or to Shore Patrol.



DWELLING UNIT CONDITION-INSPECTION RECORD  
 PWC-SDIEGO-11101/133 (3-81)

NAME	ADDRESS	UNIT NO.
------	---------	----------

NOTE: ALL CONDITIONS WILL BE CONSIDERED AS GOOD TO EXCELLENT UNLESS OTHERWISE NOTED. THE FOLLOWING CODES WILL BE USED TO DENOTE THE INTERIOR OF THE QUARTERS IF OTHER THAN ABOVE:

F - FAIR

P - POOR

R - REPAIR OR REPLACE

M - MISSING

ITEM			CHECK IN	CHECK OUT	REMARKS
CEILING					
WALLS					
FLOOR					
DOORS					
WINDOWS					
VENETIAN BLINDS A/O SHADES					
CURTAIN RODS					
LIGHT FIXTURE					
EXHAUST FAN					
ELECTRIC OUTLETS					
WALL CABINETS					
BASE CABINETS					
SINKS					
GARBAGE DISPOSAL					
COOKING RANGE	MAKE	SN			
REFRIGERATOR	MAKE	SN			
DISHWASHER	MAKE	SN			
COUNTER TOPS, CUTTING BOARD					
CEILING					
WALLS					
FLOOR					
DOORS					
WINDOWS					
VENETIAN BLINDS A/O SHADES					
CURTAIN RODS A/O TRAVIS RODS					
LIGHT FIXTURE					
ELECTRICAL OUTLETS					
CEILING					
WALLS					
FLOOR					
DOORS					
WINDOWS					
VENETIAN BLINDS A/O SHADES					
CURTAIN RODS A/O TRAVIS RODS					
LIGHT FIXTURE					
ELECTRICAL OUTLETS					
PATIO LIGHT					
CEILING					
WALLS					
FLOOR					
DOORS					
WINDOWS					
VENETIAN BLINDS A/O SHADES					
CURTAIN RODS					
LIGHT FIXTURE					
ELECTRICAL OUTLETS					
CLOTHES CLOSET & SHELVES					
LINEN CLOSETS & SHELVES					

FIG. 7-A

ITEM	IN			OUT			REMARKS
	1	2	3	1	2	3	
CEILING							
WALLS							
FLOORS							
DOORS							
WINDOWS							
VENETIAN BLINDS A/O SHADES							
CURTAIN RODS							
LIGHT FIXTURE							
ELECTRICAL OUTLETS							
SHOWER ROD, TOWEL BARS, SOAP DISHES, ETC.							
MEDICINE CABINET							
LAVATORY							
BATHTUB							
SHOWER							
COMMODE							
EXHAUST FAN, A/O HEATING FAN							
VANITY							

	IN					OUT					
	1	2	3	4	5	1	2	3	4	5	
CEILING											
WALLS											
FLOORS											
DOORS											
WINDOWS											
VENETIAN BLINDS A/O SHADES											
CURTAIN RODS											
LIGHT FIXTURE											
ELECTRICAL OUTLETS											
CLOTHES CLOSET & SHELVES											

	IN	OUT	
CEILING			
WALLS			
FLOOR			
DOOR			
WINDOWS			
WINDOW SHADE			
CURTAIN ROD			
LIGHT FIXTURE			
EXHAUST FAN			
WALL CABINETS			
ELECTRICAL OUTLETS			
WATER HEATER			

NOTE: I HEREBY ACCEPT THE ABOVE STATEMENT OF CONDITION OF THESE QUARTERS AND AGREE TO PAY FOR ANY DAMAGES INCURRED OR ARTICLES MISSING DURING MY OCCUPANCY, REASONABLE WEAR AND TEAR ACCEPTED. I FURTHER AGREE TO MAINTAIN MY QUARTERS IN A CLEAN, SANITARY CONDITION AT ALL TIMES, SUBJECT TO INSPECTION BY A HOUSING REPRESENTATIVE. WHEN CHECKING OUT IT IS AGREED THAT I WILL NOT BE CLEARED UNTIL A REPRESENTATIVE OF THE HOUSING OFFICE HAS CHECKED AND ACCEPTED QUARTERS FOR CLEANLINESS AND CONDITION. UPON VACATING QUARTERS I AGREE TO PROVIDE A WRITTEN 30 DAY NOTICE TO THE HOUSING PROJECT MANAGER. I AM AWARE THAT SHOULD I FAIL TO PROVIDE SUCH NOTICE, THAT MY BAQ WILL NOT BE RESTORED UNTIL (1) UNIT IS RERENTED, (2) 30 DAYS HAS EXPIRED, WHICHEVER IS FIRST.

CHECK IN		CHECK OUT	
HOUSING REPRESENTATIVE	DATE	HOUSING REPRESENTATIVE	DATE
OCCUPANT	DATE	OCCUPANT	DATE

MILITARY FAMILY HOUSING  
COMPLAINT FORM

COMPLAINT

ACTION TAKEN BY COMPLAINANT

WITNESS (S)

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
I certify that the above is true and correct to the best of my knowledge		Signature
Name of Complainant		Date
Address		Phone Number Home Work

Action/Findings of the Housing Management Staff:

CNBSD-11101/27 (3/89)

## VACATING NOTICE

TELEPHONE, HM \_\_\_\_\_ WK \_\_\_\_\_

PRE-VACATE \_\_\_\_\_

FINAL \_\_\_\_\_

TENANT'S NAME (Last, First, Middle)	SERVICE NO.	RANK/RATE	SHIP/STATION (incl FPO)
STREET ADDRESS	UNIT NO.	# BEDROOMS	VACATING DATE
FORWARDING ADDRESS (MILITARY)			

REASON FOR VACATING \_\_\_\_\_

---

 AGREEMENT
 

---

I UNDERSTAND THAT THE DWELLING UNIT MUST BE LEFT IN GOOD CLEAN CONDITIONS AS PRESCRIBED BY SITE RULES AND THAT I WILL BE SUBJECT TO CHARGES FOR FAILURE TO DO SO.

SIGNATURE (Tenant or Tenant's Spouse)	DATE
---------------------------------------	------

I ACKNOWLEDGE RECEIPT OF VACATE INFORMATION, INCLUDING CLEANING INSTRUCTIONS FOR VACATING GOVERNMENT QUARTERS.

IN THE EVENT THAT I AM UNABLE TO BE PRESENT AT THE FINAL VACATE INSPECTION, I WAIVE MY RIGHT TO A JOINT INSPECTION AND WILL ACCEPT THE GOVERNMENT REPRESENTATIVE'S DETERMINATION OF THE CONDITION OF THE QUARTERS AND GROUNDS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY CLEANING DISCREPANCIES, RESTORATION CHARGES AND GROUNDS CARE (WHERE APPLICABLE) THAT FAIL TO MEET REQUIREMENTS. I HAVE BEEN COUNSELED THAT IT IS MY RESPONSIBILITY TO ATTEND THE FINAL INSPECTION. I VOLUNTARILY AGREE TO PAY THE ACTUAL COST TO THE GOVERNMENT TO CORRECT THESE DISCREPANCIES.

SIGNATURE _____	DATE _____
-----------------	------------

\_\_\_\_\_ HAS BEEN ADVISED THAT GOVERNMENT QUARTERS MUST RELEASE HIM OF ALL RESTORATION CHARGES PRIOR TO SEPARATION/PCS/RETIREMENT. WE REQUEST YOU INCLUDE COMNAVBASE SAN DIEGO MILITARY FAMILY HOUSING ON HIS CLEARANCE CHECK-OUT SHEET. YOUR OFFICE SHOULD BE IN RECEIPT OF A SIGNED VACATE INSPECTION RECORD BEFORE MEMBER IS DETACHED. REFERENCE IS NAVCOMP MANUAL 37501.

## DISTRIBUTION:

ORIGINAL: UNIT FOLDER

CY (1): MILITARY MEMBER

CY (2): HOLDER OF MILITARY CHECK-OUT SHEET PARENT COMMAND

## CHAPTER 8

### COMMUNITY SUPPORT FACILITIES

801. **HOUSING LIAISON OFFICE** The Housing Liaison Office is a Commander, Naval Base function designed to provide an ombudsman service to you. Located at the Murphy Canyon Housing Management complex, it serves all housing sites in San Diego. The office has three basic tasks:

a. Coordination, through the Housing Master-at-arms, of the Naval Station Shore Patrol (housing division) and local law enforcement agencies including the San Diego Police Department.

b. Management of cases in which you fail to follow the regulations of this handbook which could result in disciplinary action or a decision to terminate your housing privilege.

c. Support for MFH Community Councils and their programs as well as resource referral for persistent community problems which require the intervention of other Navy or community agencies.

The location and telephone number of the Housing Liaison office are:

3491 Santo Road  
San Diego, CA 92124  
Tel. 292-8940

802. **HOUSING RECREATION PROGRAMS.** Naval Station, San Diego is tasked with providing recreation services to off base housing areas. Their programs are designed to provide a variety of wholesome and constructive off-duty leisure activities which contribute to the mental and physical well being of military families. The community councils are involved in the recreation needs and desires of their housing areas. The Recreation Division develops a recreation plan for each housing area, utilizing input from the community councils, volunteers and other community organizations. Although each of the centers are staffed with full-time paid personnel, many volunteers are needed. The volunteers serve a vital role, providing an exciting input of energy, talent and time to the community.

803. **RECREATION CENTERS.** There are recreation centers located in most government housing areas. All operations at the Recreation Centers are under the control of Recreation Services, Code 10, Box 15, Naval Station, San Diego. Center locations and telephone numbers are:

Admiral Hartman  
4439 Olney Street  
273-3291

Gateway Village  
3196 Blakely Drive  
224-1301

Bayview Hills  
1840 Saipan Drive  
479-1104

Murphy Canyon Heights  
10323 Orleck Street  
278-3273

Cabrillo Heights  
8471 Jordan Street  
279-5051

Murphy Canyon Mini Recreation  
3487 Santo Road  
277-1022

Chesterton  
7468 Wellington Way  
277-0102

Silver Strand  
1202 Leyte Road  
435-5056

804. PROGRAMS/ACTIVITIES. There are many programs and activities available through the recreation centers. You are encouraged to participate and involve young people in programs that will keep them from anti-social activities. Some of the programs/activities available are:

- INTERMURAL SPORTS
- SPECIAL EVENTS/TRIPS AND TOURS
- CLASSES

DANCE  
EXERCISE  
ARTS/CRAFTS  
GYMNASTICS  
TINY TOT (BEFORE/AFTER SCHOOL)

Contact your recreation center for additional information.

805. OTHER MILITARY RECREATIONAL FACILITIES. The following is a list of military activities with Special Services Office telephone number which operate recreational facilities in the San Diego area:

NAVAL ACTIVITY	ACRONYM	PHONE NUMBER
Marine Corps Recruit Depot, San Diego	MCRD	524-5659
Naval Air Station, Miramar	NAVAIRSTA MIRAMAR	537-4117
Naval Air Station, North Island	NAVAIRSTA NORIS	545-8034
Naval Amphibious Base, Coronado	PHIBASE CORONADO	437-3339
Naval Hospital, San Diego	NAVHOS	532-7245
Naval Station, San Diego	NAVSTA	556-7455
Naval Training Center, San Diego	NAVTRACEN (NTC)	524-5462

# 806. SCHOOL IN MILITARY FAMILY HOUSING

## San Diego Unified School District

	4100 Normal Street	298-8120
ADMIRAL HARTMAN	Sessions Elementary School	273-3111
	Bayview Terrace Elementary School	273-5244
	Pacific Beach Middle School	273-9070
	Mission Bay High School	273-1313
BAYVIEW HILLS	Paradise Hills Elementary School	479-3145
	Perry Elementary School	479-4040
	Bell Junior High School	479-7111
	Morse High School	262-0763
CABRILLO HEIGHTS	Angier Elementary School	277-3443
	Taft Junior High School	278-8181
	Kearny High School	277-4910
CHESTERTON	Jones Elementary School	277-2350
	Chesterton Elementary School	565-8136
	Montgomery Junior High School	277-1128
	Kearny High School	277-4910
GATEWAY VILLAGE	Dewey Elementary School	223-8131
	Correia Junior High School	222-0476
	Point Loma High School	223-3121
HILLEARY PARK	Midland Elementary School	748-0047
	Twin Peaks Intermediate School	748-5131
	Poway High School	748-0245
HOME TERRACE	Hamilton Elementary School	262-2483
	Wilson Middle School	280-1661
	Hoover High School	283-6281
LOFGREN TERRACE	Allen Elementary School	479-3662
	Bonita Vista Jr. High	691-5750
	Bonita Vista High School	691-5690
	Chula Vista Hills Elementary School	482-7066
MURPHY CANYON HEIGHTS	Hancock Elementary School	560-7376
	Miller Elementary School	278-1405
	Farb Middle School	292-0235
	Serra High School	560-4341

NORTH ISLAND	Central Elementary School	522-8919
	Crown Elementary School	522-8915
	Coronado Middle School	522-8921
	Coronado High School	522-8907
SILVER STRAND	Silver Strand Elementary School	522-8934
	Coronado Middle School	522-8921
	Coronado High School	522-8907
WOODLAKE	Riverview Elementary School	390-2662
	Lakeside Middle School	390-2636
	El Capitan High School	443-1081
POMERADO TERRACE	Miramar Ranch Elementary School	271-0470
	Wangenheim Junior High School	578-1400
	Mira Mesa High School	566-2262
TERRACE VIEW VILLAS	Rowan Elementary School	262-7541
	Wilson Middle School	280-1661
	Hoover High School	283-6281



807. NAVY FAMILY HOME DAY CARE PROGRAM We are including this information in your Housing Handbook so that you will be informed of regulations that govern child care in Military Family Housing.

a. Occasional babysitting is allowed. Child care on a regular basis is also allowed. However, you must receive Commanding Officer, Naval Station, San Diego certification before you begin caring for children. Uncertified child care can mean a violation notice from you Housing Office through the active duty member's command.

b. If you would like information on the procedure for becoming certified to care for children in your government quarters, please call the Family Home Care office at 556-7391 thru 7395.

c. If you will be needing child care please call for a list of those providers in your housing area who are certified to care for your children. Please do not leave them with anyone who is not approved by the Navy.

## CHAPTER 9

### COMMUNITY COUNCIL

**901. The Purpose of Community Councils** Family housing facilities and programs embrace a significant portion of the Naval Shore Establishment. The management of these facilities and programs has an immediate and major influence on the morale, health, efficiency, and career incentives of personnel and their families. It is important, therefore, that you be informed and participate in community affairs. Participation of all members and their families will support the maintenance, orderliness, economy, and standards of property care. Accordingly, Community Councils will be established for all off-base housing sites to:

- a. Promote, enhance and protect the welfare and conditions of the community and your interests.
- b. Promote recreational facilities and programs for the use of the community.
- c. Promote cooperative activities and a friendly spirit within the community.
- d. Consult with and make recommendations to the COMNAVBASE housing staff on all matters of mutual interest to effectively manage military assets and acknowledge your needs.
- e. Where applicable, participate in the selection process and award for "Yard of the Month" recipients.

**902. Organization and Operating Principles** Example constitution and By-laws for Community Council (Figure 9-A) provides an example of an approved Constitution and By-Laws which establishes the basic organization and operation of the Community Council. These may be changed as necessary, and as outlined in subparagraphs c. and i. below, except for those articles and By-Laws marked with an asterisk. All items identified with an asterisk represent minimum essential requirements that may not be altered.

a. Membership. All adult residents 18 years or older and residing full time with you in MFH are members of their Community Council. Adult residents are eligible to have a voice and to vote at their Community Council meetings. You and your spouse are authorized to be voting members on the council.

b. Dues. Community council members will not be charged dues or assessed fees for membership.

c. Elections. Elections will be held annually in each MFH site as noted below. The month of annual election shall be reflected in the By-Laws and may be changed only by consent of a simple majority of the Community Council. COMNAVBASE housing staff shall be notified by letter of such a proposed change. Should an elected board member resign or be voted out of office before his/her term is over, another resident may be elected or appointed by special election to complete the unfinished portion of this term of office. Although it is not the intention of the Navy to dictate who should

run for president or be elected there to, service members on ships who are deploying or on active local operation should insure their ship's schedule would not preclude them from attending at least ten of the twelve meetings.

<u>HOUSING SITE</u>	<u>ELECTION</u>	<u>INSTALLATION</u>
Pomerado Terrace	JANUARY	FEBRUARY
Gateway Village	JUNE	JULY
Admiral Hartman	FEBRUARY	MARCH
Bayview Hills	APRIL	MAY
Chesterton	JUNE	JULY
Woodlake	FEBRUARY	MARCH
Cabrillo Heights	SEPTEMBER	OCTOBER
Hilleary Park	APRIL	MAY
Home Terrace	OCTOBER	NOVEMBER
Murphy Canyon	DECEMBER	JANUARY
Silver Strand	DECEMBER	JANUARY
Lofgren Terrace	MARCH	APRIL
Terrace View Villas	MAY	JUNE

d. Executive Board. The elected officers of the Community Council will serve as the Executive Board of the Council to plan meetings and carry out the express wishes of the Council. The board should consist of the following officers as a minimum:

President  
First Vice President  
Treasurer  
Secretary  
Editor

e. Interim Elections. In the event, a Community Council is dissolved and then re-established or members of the Executive Board resign, the newly elected Officers shall serve until the next regularly scheduled election outlined in 5. c above.

f. Training. The outgoing Executive Board will be responsible for training the newly elected officers and to pass on information concerning community issues and interest. Upon election and before conducting their first Community Council meeting, the newly elected Community Council Executive Board will participate in a training workshop presented by COMNAVBASE.

g. Installation of Officers. The Director, Military Family Housing or his appointed representative will, whenever possible, administer the Oath of Office for the newly elected Executive Board at their first Community Council meeting. The COMNAVBASE Housing Liaison Office and site manager shall be provided with the following information for each Executive Board member:

Position of office  
Name  
Rate and Rank  
Social Security Number  
Home Address  
Home phone and duty phone  
Command's mailing address  
Branch of Service

h. Constitution and By-Laws. The Constitution and By-Laws and any subsequent changes must be approved by COMNAVBASE. The submitted draft will carry the signature of the President of the Community Council and the Chairman of the By-Laws' Committee and submitted to the housing site manager for processing. The Constitution and By-Laws shall be reviewed and up-dated upon the election of a new group of officers within the first three months after their election and shall be submitted for approval as noted above.

i. Sub-committees. Community Councils are encouraged to appoint special sub-committees to support special interest groups such as community alert, disaster preparedness, teens group, Scouting or athletic groups, etc. The size, objective and responsibility of each group should be determined in writing by the Executive Board and voted on by the general council. All sub-committees must be under the umbrella of the Community Council for single voice representation of the community.

j. Time and Location of Council Meetings. Meetings will be held monthly on a regular schedule. They will be open to all residents. The meetings will be held at the respective recreation centers, where applicable. Upon assuming office, the Community Council President will advise the appropriate housing manager of the projected schedule for Community Council meetings. Housing managers and other regular attendees must be notified of any changes in schedule and of special meetings. The on-site housing manager or his/her representative will attend all council meetings.

k. Minutes of Meetings. The minutes of meetings will be maintained by the secretary of each council. All minutes will be dated and will be subject to membership approval at the next meeting. The Community Council President or his/her designated representative will ensure that minutes are available at each housing office for community residents to review. A copy shall be delivered to the housing manager within one week.

### 903. Lines of Communication

a. Housing Matters. All community concerns and interests will be presented by the Community Council President to members of COMNAVBASE housing staff in the following order:

Housing Site Manager; Director, Housing Facilities Management Division (Code N712); and COMNAVBASE Assistant Chief of Staff for Housing (Code N7).

b. Monthly Meetings. The Community Council President or his/her representative will attend the monthly meeting with the Director, Facilities Management Division, and other housing officials. This is a standing luncheon meeting held the first Wednesday of each month at a location to be designated by the Division Director.

c. Recreation Matters. All recreation programs, problems, concerns and interests will be presented by a member of the elected board to members of the Naval Station in the following order: On-site Recreation Specialist, Dependents Services Director, Special Services Director, and the Commanding Officer, Naval Station.

904. FUND RAISING

Community Councils are encouraged to make every effort to become self sufficient. Fund raising functions are essential to generate operating funds for various community interests. Toward that end, Councils may use newsletters as a means to distribute local business flyers to the community but may not advertise directly in the newsletter. All fund raising events must be voted upon by the general council and approved by a simple majority of voters.

905. PUBLICATIONS COMNAVBASE will provide publication support for approved publications, such as community newsletters which are highly encouraged.

906. SUPPLIES Basic office supplies will be provided to each Community Council by the housing site manager upon request and should be used prudently and economically.

CONSTITUTION  
OF  
\_\_\_\_\_COMMUNITY COUNCIL

ARTICLE I-(Name)

\* The name of this Organization is \_\_\_\_\_ and hereafter referred to as the council.

ARTICLE II-(Purpose)

\* The purposes of this Council are as follows:

1. To promote, enhance, foster and protect the welfare of the community known as \_\_\_\_\_ consisting of \_\_\_\_\_ through the concerted action of the residents thereof.
2. To forward and promote the general welfare and prosperity of the community and to improve by all lawful and honorable means its status and condition.
3. To encourage and promote recreational facilities for the use of the community.
4. To promote cooperative activities and friendly spirit within the community.
5. To consult with, and make recommendations to, the Housing Manager on matters of safety, health, occupancy rules, and other matters of mutual interest to management and residents.

ARTICLE III-(Non-Profit Status)

\* The Council is not organized for profit and no part of any net earnings shall be for the benefit of any member or individual but will be for the benefit and interest of the Council and to promote its purpose.

ARTICLE IV-(Membership)

MEMBERS

1. The council membership shall consist of those families who reside within the project boundaries.
2. Voting members must be 18 years old or older.
3. Honoray members may be appointed by the Executive Board and voted upon by a simple majority, but will have no voting rights.

EXAMPLE CONSTITUTION AND BY-LAWS  
FOR A COMMUNITY COUNCIL

This example is provided to illustrate a format, suggest some matters which should be considered in any Constitution and By-Laws, and to indicate the minimum requirements which are designated by an asterisk. It contains the minimum essentials, and it is not intended that it be copied verbatim. It may be amplified or changed to meet the needs of the members, and be adapted for local conditions or purposes.

#### ARTICLE V-(Executive Board)

\* 1. The Executive Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Their duties are the ones usually associated with those titles. (Duties should be specified in By-Laws).

\* 2. The Executive Board, together with the last ex-president, and a sub-committee chairpersons will constitute the Executive Committee. The Vice-President is Chairman of the Executive Committee. The number of representatives on the Executive Committee shall be fixed by the By-Laws.

3. The Executive Board and Members of the Executive Committee shall be elected by the Regular Members of the Council. Vacancies resulting from an increase of two (2) members of the Executive Committee shall be filled by a majority vote of the Committee; the Committee may fill the vacancy of the term of office of any Committee member by a majority vote of the council members.

#### ARTICLE VI-(By-Laws)

\* 1. The Council may adopt new By-Laws by affirmative vote thereon, provided no By-Law is in effect until passed by two separate meetings. The affirmative vote of a majority of those present will be sufficient to pass a By-Law.

\* 2. A By-Law may be repealed by passing a By-Law to that effect.

\* 3. This Constitution may be amended by the affirmative vote of two-thirds of the council present at a regular meeting, provided that no vote will be taken on a proposal to amend the Constitution unless notice thereof was given in advance.

Approved by:

\_\_\_\_\_  
Community Council President

Date\_\_\_\_\_

\_\_\_\_\_  
Chairman By-Laws Committee

Date\_\_\_\_\_

\_\_\_\_\_  
Director, Military Family Housing

Date\_\_\_\_\_



\_\_\_\_\_  
COMMUNITY COUNCIL

BY-LAWS

ADOPTED \_\_\_\_\_

I. GENERAL

A. Purposes of \_\_\_\_\_ Community Council are as stated in the Constitution.

B. The Community served by the \_\_\_\_\_ Community shall be (Describe) \_\_\_\_\_.

II. MEMBERS

A. Membership shall be as stated in the Constitution.

III. OFFICERS

\*A. Election of Officers and members of the Executive Committee shall be by ballot at a meeting of the members in (Month)\_\_\_\_\_, or as soon thereafter as practical, each year. The candidates receiving the greatest number of votes of the members present will be elected.

\*B. Terms of office for Officers and other members of the Executive Committee will be one year.

C. The President shall designate a Nominating Committee, with the approval of the Executive Committee on or before (date)\_\_\_\_\_. This Committee shall, by (date)\_\_\_\_\_, nominate one candidate for each office to be filled by election and may be directed by the Executive Committee to nominate a greater number for certain offices.

D. Nominations so made shall be reported to the membership not later than (date)\_\_\_\_\_. Thereafter, additional nominations may be made by petition signed by not less than (number) members, delivered to the Secretary not later than (date)\_\_\_\_\_. The full list of nominees shall be distributed to the membership not less than seven days before the election meeting. Nominations will be closed by (date)\_\_\_\_\_. Closed nominations may be accepted from the floor, if the person to be nominated is present and indicates he/she will serve, if elected.

## E. RESPONSIBILITIES AND DUTIES OF THE COUNCIL OFFICERS

### President

#### 1. DUTIES:

a. The President shall preside at the Council Meetings and be responsible to COMNAVBASE, San Diego or a designated representative and to the Council membership.

b. It is the duty of the President to call the meetings of the Council to order at the appointed time, to preside at the meetings, to announce the business to the assembly, to preserve order and decorum, and to decide all questions of order, subject to appeal.

c. The President shall appoint chairpersons of all standing committees. The President shall be an ex-officio member of all committees except the nominating committee.

d. Except as stated elsewhere in these By-Laws, if, during the term of office, vacancies occur in the elective offices, standing committees, or representative positions, the President shall appoint a person to fill the vacancy.

e. The President shall appoint special Audit Committees to conduct audits of the Council annually. Upon completion of each audit, the President shall ensure that an audit report is given to the Executive Board at the next Executive Board meeting, with any recommendation being made at that time.

f. It shall be the responsibility of the President to ensure that complaints and/or problems from resident members of Council are resolved, and, if unable to obtain resolution, to inform the housing project manager of them. The President may designate authority to handle such complaints and/or problems to the Vice President.

#### 2. PURPOSE:

a. To lead the Community Council in the conduct of its business.

b. To serve as the main contact with the local Housing Manager.

c. To represent the Community Council at all meetings with the Housing Manager, Dependent Services, Housing Liaison Officer, etc.

d. To represent the community at civic and official city functions.

### 3. ACCOUNTABILITY:

The President is accountable to the COMNAVBASE Housing Liaison Officer and the community as a whole.

### 4. RESPONSIBILITIES:

- a. To attend all Executive Board, Community Council meetings and including fund raisers, picnics, parades and similar functions.
- b. To chair all Executive Board and Community Council meetings.
- c. To provide an agenda for all Executive Board and Council meetings.
- d. To call all Executive Board meetings and arrange for suitable sites for all board meetings as well for the regular scheduled Council meetings.
- e. To attend the monthly meetings for the Housing Managers and Presidents and any meetings at which their presence is requested within the Housing Department.
- f. To sign all official correspondence from the Community Council and co-sign all check issued by the Council Treasurer.
- g. To serve on the advisory board for the Teen Council and coordinate with the Teen Council and Housing Liaison Officer.

### VICE-PRESIDENTS

#### 1st Vice President

##### 1. DUTIES:

The 1st Vice President shall assume all responsibilities and perform all duties of the President when the President is absent, and perform all duties as assigned by the President.

- a. In the event of the resignation, transfer or death of the President, the Vice President shall act as President until the next annual election of officers.
- b. In the event of more than one Vice President, duties will be assigned by the Council body accordingly.

##### 2. PURPOSE:

- a. To provide assistance to the President of the Council in the conduct of Council business and arrangements of programs.

- b. To lead Council meetings in the absence of the President.
- c. To head the Recreation Committee of the Council.

3. ACCOUNTABILITY:

The 1st Vice President is accountable to the President and the council as a whole.

4. RESPONSIBILITIES:

- a. To serve as chairperson of the Recreation Committee.
- b. To arrange for the speaker/programs for Community Council meetings using the resources from Family Services, Child Guidance Clinic, San Diego Armed Services YMCA, etc., and submit those programs for the council meeting agenda.
- c. To assist the President and the Council in improving the community quality of life and act as a liaison with the local Housing Manager and Housing Liaison Officer in the absence of, or by the direction of, the President.
- d. To attend all functions and board meetings of the Council.

2nd Vice President (if applicable)

1. DUTIES:

To assume all responsibilities and perform all duties of the President and 1st Vice President when they are absent and perform all duties as assigned by the President.

2. PURPOSE:

- a. To provide assistance to the President and 1st Vice President on Council business.
- b. To temporarily fill the vacancy of the position of President if the President and the 1st Vice President cannot serve in that capacity until an election can be held to fill the vacancy of the office.
- c. If one exists, to coordinate the Community Alert program in the community and serve as liaison between the council, Housing Liaison Officer and of the Community Alert organizations.
- d. To assist the President in other special areas as may be designated.

### 3. ACCOUNTABILITY:

The 2nd Vice President is accountable to the President and Council as a whole.

### 4. RESPONSIBILITIES:

- a. To attend all Council meetings, Board meetings and other Council functions.
- b. To serve as coordinator of the community alert program.
- c. To assist the President in conducting the council business and council meetings of all board meetings as may be directed.

### SECRETARY

#### 1. DUTIES:

- a. It shall be the duty of the Secretary to keep the minutes of all meetings of the Council and a record thereof.
- b. To keep a log of all incoming mail, logging the date of receipt, basic content and the assignment to the proper officer of committee chairperson.
- c. To keep on file, copies of all committee reports.
- d. To keep all minutes with any amendments to these documents properly recorded.
- e. To prepare correspondence for the Council as required.
- f. To keep and maintain a full and up-to-date copy of the roster of members of the Executive Board and provide copies to the Housing Manager and COMNAVBASE Housing Liaison Office.

#### 2. PURPOSE:

- a. To record all minutes of council and Executive Board meetings.
- b. To report on and maintain the records of all Executive Board and Council meetings.
- c. To prepare all communications with other agencies and individuals as directed by the President.

### 3. ACCOUNTABILITY:

The Secretary is accountable to the President and the Council as a whole.

#### 4. RESPONSIBILITIES:

a. To attend all Executive Board and Council meetings and other Council functions.

b. To record minutes of all executive and Council meetings. These minutes should be legible and may be either written or typed.

c. To prepare communications for the President or communication with other agencies as directed by the President.

d. To maintain all records of the Executive Board and Council meetings and all incoming and outgoing correspondence.

e. To provide a copy of the minutes to the Manager of Housing areas of all council meetings within approximately one week of the meeting.

f. To contact all Council Executive Board members by phone prior to meetings and all interested individuals such as Housing Liaison Officer, etc., and other community agencies relative to special meetings and locations.

g. To read the minutes of the previous council meetings at all council meetings.

h. Supply copies of agenda to each member of the Executive Board and the Housing Manager prior to the Council meeting, if possible.

i. To assist the President in arranging the Executive Board meetings, Council meetings, special meetings and to prepare the meeting agenda for the President.

#### TREASURER

##### 1. DUTIES:

a. The Treasurer shall receive all funds and make bank deposits to the account of the Council.

b. The Treasurer shall act as Chairperson of the Finance Committee and submit financial reports to the Executive Board at regularly scheduled meetings.

c. Disbursement of Council funds will be made by the Treasurer by check. All checks written against the Council bank account shall require signatures of two members of the Executive Board, the Treasurer and President.

d. The Treasurer will receive detailed accounts of any and all fund accounts maintained by committees on a monthly basis at least one week prior to the Executive Board meeting.

2. PURPOSE:

- a. To provide assistance to the President in conducting Council business.
- b. To keep a record of incoming money and expenditures of the Council.
- c. To maintain and balance the checking and savings accounts of the council.
- d. To review all bills and pay these bills under the direction of the President.

3. ACCOUNTABILITY:

- a. To attend all Council and Executive Board meetings.
- b. To receive and deposit all money from council functions.
- c. To report the status of all accounts to the Council at each meeting.
- d. To arrange for, in cooperation with the President, a yearly audit of the books of the council (this may be done by one member of the community appointed by the community at large, and one other Board Officer).
- e. To attend all functions of the council.
- f. To communicate with all creditors in matters of billing disputes.

IV. EXECUTIVE BOARD

A. The Executive Board shall consist of duly elected Officers. The Executive Board shall act as the chief administrative and policy bond of the \_\_\_\_\_ Community Council.

B. Impeachment of an Officer or a member of the Executive Board may be undertaken by the Executive Board on written complaint of not less than five voting members of the Council, or two members of the Executive Board. After two-thirds vote of the Executive Committee. The Committee may elect a successor to fill the unexpired term.

C. Other Committees will be authorized by the Executive Board. The President will appoint their chairperson with the advice and consent of the Executive Board. The Chairperson of any committee may appoint or remove members thereof on sub-committees.

## V. MEETINGS

\*A. Time and place of meetings of the membership will be set by the President with the advice and consent of the Executive Board. Meetings of the membership will be held at least once every month of the year, unless otherwise voted by the Executive Board.

\*B. A regular meeting of the Executive Board shall be held monthly at least seven days prior to the meeting of the Community Council. The date and time of this meeting shall be set by the President, with the advice of the Executive Board.

\*C. Quorum for a membership meeting will be the members present.

\*D. Procedure at formal meetings shall follow Robert's Rules of Order unless otherwise provided in the By-laws.

\*E. Agenda at all membership meetings shall include reports from all committees on the status of the \_\_\_\_\_ Community Council, its finances, programs, and matters affecting the community. Business proposed by the Executive Board will be considered and opportunity given for business to be initiated from the floor. Guests from outside the membership, on invitation from the Executive Board, may speak on topics affecting the community. Fair opportunity for an opposition speaker will be given.

## VI. REPRESENTATION

A. Participation of \_\_\_\_\_ Community Council in activities and aims of other organizations shall be only as authorized by the membership.

B. Delegates and alternates to represent the \_\_\_\_\_ Community Council in councils or events of other organizations may be appointed by the President with the consent of the Executive Board.

(END OF BY-LAWS)

Approved by:

\_\_\_\_\_  
Community Council President

Date \_\_\_\_\_

\_\_\_\_\_  
Chairman By-Laws Committee

Date \_\_\_\_\_

\_\_\_\_\_  
Director, Military Family Housing

Date \_\_\_\_\_